

LUDOVIKA UNIVERSITY OF PUBLIC SERVICE**STUDY AND EXAMINATION REGULATIONS**

Senate Decision	Maintenance Decision
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**Budapest
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The Senate of the Ludovika University of Public Service (hereinafter referred to as "University") establishes the regulations of the Organizational and Operational Rules that comprise the students' requirement system, as well as the order of acquisition, verification, and control of knowledge, skills, and abilities in accordance with the Act CCIV of 2011 on National Higher Education (hereinafter referred to as "Nftv."), related regulations, as well as the Act CXXXII of 2011 on the Ludovika University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military Sciences (hereinafter referred to as "NKE tv."), and its implementing regulations. This pertains to the students' academic regulations and examination rules (hereinafter referred to as "Regulations").

Chapter I

General Provisions

Scope of the Regulations

Appendix 2 to Act CCIV of 2011 on National Higher Education

Mandatory elements of the operational license and certain institutional documents

II. Organizational and Operational Rules ...

3. Student Requirements System

The student requirements system must define, in particular: ...

c) the arrangement of student academic studies and the order of acquiring, achieving, and controlling knowledge, skills, and abilities (academic and examination regulations, doctoral regulations),

the implementation of certain provisions of Act CCIV of 2011 on National Higher Education in Government Decree No. 87/2015 (April 9) (Nftv. Vhr.) Section 55 (1) The rules for different levels of education may differ and be separately regulated in the case of credit-based education.

(2) In credit-based education, the institution of higher education must regulate, within its regulations:

1. the method and scheduling of individual subject registration,
2. the rules for collecting credits,
3. the rules for the recognition of subjects,
4. the minimum credit requirements to be acquired by the student during specified periods of education,
5. the application of the rules in point 4 to students who have re-enrolled in the program after previously discontinuing their studies but are resuming their studies,

6. the method of obtaining semester grades based on assignments completed during the study period, written midterm papers, reports, and the overall semester grade based on mid-term requirements and exam results, either collectively or solely based on the knowledge demonstrated in the exam, and the possibilities for remedying unsuccessful mid-term achievements,
7. the procedure for registering for exams and withdrawing from registration,
8. the number of re-attempts allowed for unsuccessful exams within an exam period, the opportunity for a student to retake an exam during their studies according to previously discontinued student status, and
9. the minimum cumulative weighted average necessary to continue studies after a certain period of education,
10. the maximum number of started passive semesters and, for self-financed students, active semesters that can be taken until obtaining a degree,
11. the procedure for submitting requests related to the credit system,
12. the procedure for preparing a thesis or dissertation,
13. the procedure for issuing the diploma (absolatory certificate) on the diploma supplement,
14. the procedure for the final exam, the calculation of final exam results,
15. the calculation of diploma classification,
16. the announcement of programs intended to acquire partial knowledge as per Section 42 (2) of Nftv., and the rules for admission to such programs,
17. the rules for preliminary credit transfer processes prior to continuing studies, transferring credits, or enrolling as guest students,
18. the mandatory recognition of knowledge acquired during higher education or higher-level vocational education, the method of recognition of knowledge acquired during the education referred to in point 16, and the recognition of competences,
19. the appropriate procedure for legal remedies as per Nftv.

(3) As specified in the regulations of the institution of higher education, the student shall be informed about the subjects they have registered for and subjects that have been removed.

Section 1

(1) The scope of the present Regulations encompasses all students, including those requesting transfer to the University and guest students, studying in full-time or part-time programs, conducted in Hungarian or a foreign language, within the framework of higher education vocational training, bachelor's, undivided master's, master's, specialized postgraduate, university, and college programs. Furthermore, the scope of the present Regulations extends – as defined by the Regulations – to individuals whose student status at the University has been terminated, as well as to individuals who wish to attend the

lectures of the University's higher education programs. In joint references, these individuals are collectively referred to as students. The scope of the present Regulations also encompasses all teachers and instructors of the University (hereinafter collectively referred to as "instructors") as well as employees not in teaching positions but participating in administrative and examination matters (hereinafter referred to as "study and examination affairs"). For the purposes of applying the present Regulations, instructors and employees who provide education and conduct examinations within the framework of professional and other relationships, in addition to employees employed by the University under a public servant status, are considered instructors and employees participating in study and examination affairs.

(3) Information about benefits and exemptions offered to students with disabilities is provided in the Equal Opportunity Regulations.

(4) The rules of the University's Doctoral and Habilitation Regulations apply to participants in the doctoral program. In matters not regulated by those Regulations, the present Regulations must be appropriately applied.

Interpretative Provisions

Nftv. Section 108. In the context of this law

1. *doctoral candidate: a student participating in doctoral training;*
 - 1a. *doctoral dissertation: a written work, composition, or project prepared by a doctoral candidate to demonstrate their capability for independent solution of a scientific task in compliance with the requirements of the degree;*
 - 1b. *dual education: the form of education within the field of technical, informatics, agricultural, natural sciences, health sciences, or economics studies, as well as in the field of diakonia and social work, and in master's programs related to the aforementioned fields, conducted as a practice-demanding undergraduate program, or as an undergraduate program, or as a part of a master's program within the specified field, in which the program - in accordance with the educational and output requirements - is defined in a curriculum that includes unique provisions related to the duration of education, methods of education, class hours, and evaluation of acquired knowledge. Practical training is carried out within the framework defined by the Dual Education Council at qualified organizations;*
2. *health fitness examination: a medical examination aimed at determining whether an individual, based on their physical characteristics and health condition, is capable of preparing for the chosen activity and whether their health will not be endangered in the process;...*
3. *evening education schedule: an educational organization scheme according to which student classes during the study period occur on weekdays after 4 PM or on the weekly rest day;*
4. *upward system: an educational organization principle under which the new or modified study and examination requirements can be applied to those students who begin their studies after its introduction, or if permitted by the regulations of the higher education institution, to those who started their studies before its introduction but are preparing according to the new or modified study and examination requirements based on their choice;...*
5. *semester: an educational organization period consisting of a maximum of five months; for doctoral studies, the period from September 1 to January 31 of each year and from February 1 to August 31 of each year;*
6. *student with disabilities (applicant): an individual who has mobility, sensory, or speech impairments, or multiple disabilities, or autism spectrum disorder, or other developmental disorders (severe learning, attention, or behaviour regulation disorders);*
7. *6a. practical examination: an ability assessment within the framework of which it is determined whether the applicant possesses individual physical, motor, artistic skills and talents that qualify them for participation in education and for carrying out activities corresponding to the acquired professional qualification;...*
8. *student educational contract: a contract established between the higher education institution and the student who has been admitted to self-financed education in accordance with Section 39(3);*
9. *severely disadvantaged: an individual under the age of twenty-five on the deadline for submitting applications who, according to the provisions of the law on the protection of children and guardianship, is deemed severely disadvantaged;*

10. *disadvantaged: an individual under the age of twenty-five on the deadline for submitting applications who, according to the provisions of the law on the protection of children and guardianship, is deemed disadvantaged;*
11. *institute: an organizational unit that combines the activities of multiple departments or carries out the tasks of multiple departments;*
12. *institutional document: the founding deed, as well as the regulations, programs, plans prescribed in this law, including organizational and operational regulations, educational programs, institution development plans, student self-governance statutes, accounting law and implementing regulations, and internal regulations under the social and economic sphere;...*
13. *qualifications framework: the general characteristics of individual levels of education within the multi-cycle education system that apply to all fields of study;...*
14. *educational and output requirements: the sum of knowledge, skills, abilities (competences), and the knowledge required to issue a diploma on a specific major;*
15. *16a. educational location: the locality defined in Section 14(2a);*
16. *duration of education: the time required to acquire the prescribed credits, the degree level, and professional qualification as determined by legislation;*
17. *educational period: the division of the duration of education into the study period and the associated examination period;*
18. *educational program: the complex educational document of the institution that includes detailed educational and academic requirements for each major, master's and undivided programs, higher education vocational training, and specialized further education programs, as well as the plan for doctoral studies, along with the detailed regulations of education, especially the curriculum and the educational program, and subject programs, as well as the methods of evaluation and control, procedures, and rules;*
19. *field of study: the set of majors defined in a government decree, which have similar or partially overlapping educational content;*
20. *low-enrollment major: education initiated based on international commitments and cultural and educational policy interests, with an annual student enrollment supported by Hungarian state scholarships that does not exceed twenty nationwide, as well as minority education;...*
21. *consultation: the possibility of personal consultation provided to the student by the higher education institution's educator, including electronic communication;...*
22. *credit: the unit of measurement for student study work, which, in relation to a subject or curriculum unit, expresses the estimated time required, based on the course description, to acquire the specified knowledge and fulfill the requirements; one credit typically equals thirty study hours, and the credit value – provided the student's performance is accepted – is not dependent on the grade received for the knowledge;*
23. *correspondence education schedule: an educational organization scheme according to which students' classes are grouped in blocks, taking place every two weeks on workdays or the weekly rest day at the institution, with the remaining part of education carried out using distance learning methods;*
24. *Hungarian state (partial) scholarship student: a student supported by a Hungarian state scholarship or a Hungarian state partial scholarship;*
25. *education supported by Hungarian state (partial) scholarships: education at higher education institutions supported by Hungarian state scholarships or Hungarian state partial scholarships;*
26. *mentor program: a unique form of education in which a student or learner in a disadvantaged situation is assisted in their preparation and training by a student or educator from the higher education institution;*

27. 28a. *micro-certification: a certificate that includes subject descriptions and credit values, attesting to the learning outcome achieved through the completion of a course or module at a higher education institution;*
28. *career aptitude test: an assessment of aptitude in which an individual's individual abilities and qualities are examined to determine their suitability for participation in education and for performing activities corresponding to the acquired professional qualification;*
29. 29a. *project task: a form of assessment combined with evaluation that focuses on a specific topic and involves independent research activities resulting in the creation of an independent product, problem definition, solution, and uncovering of related relationships, and is part of a course or module;*
30. *continuation of partial studies: if a student acquires credits as a visiting student at another higher education institution;*
31. *specialization: a form of education that does not result in an independent specialized qualification but provides specialized knowledge that is part of a major;*
32. *major: a structured system of education content (knowledge, skills) necessary to obtain a professional qualification;*
33. *major specialization: a specialized form of education that results in an independent specialized qualification within a major;*
34. *professional qualification: the recognition of specialized knowledge that is obtained concurrently with a bachelor's or master's degree or as part of specialized further education or higher education vocational training and is determined by the content of the major and specialization or specialization, confirmed with a diploma or higher education professional diploma;*
35. *professional aptitude test: a form of assessment determined by the higher education institution that examines the individual abilities necessary to fulfill the requirements of the chosen professional qualification and to successfully complete the preparatory (educational) phase;*
36. *professional practice: partially independent student activities performed in external or institutional practical training settings, for higher education vocational training, undergraduate, master's, and undivided education;*
37. *off-site education: partially or entirely conducted higher education education in a settlement other than the operation site (main site, branch) of the higher education institution;*
38. *off-site education site: a settlement specified in the founding deed, which accommodates off-site education [excluding the education site defined in Section 14(2a), points b), d), and e)];*
39. *instructional unit: a curriculum unit or subject for which credits are recognized and which can be completed within one semester;*
40. *academic year: an educational organization period consisting of a minimum of ten and a maximum of twelve months; for doctoral studies, a twelve-month educational organization period;*
41. *class hour: a class (lecture, seminar, practice, consultation) requiring the instructor's personal involvement, as specified in the curriculum, for the fulfillment of academic requirements; the duration of a class hour is at least forty-five and at most sixty minutes;*
42. *curriculum: a structured plan for a major in compliance with educational and output requirements, including a subject-by-subject breakdown, defined hourly and examination schedules, an evaluation and grading system for requirement fulfillment, and subject program outlines for subjects and curriculum units;*

43. *department: an organizational unit responsible for the education, scientific research, and educational organization related to at least one subject;*
44. *43a. educational system: the institutional basic system, the modules, and related systems used by the higher education institution to ensure proper operation for education, research, higher education research and development business activities, and the organization of their external relationships, for direct institutional, student, and educator communication by the operator of the educational system, the minister, the authority, and the maintainer, to ensure non-personal identification of student opinions on educational work, to exercise employer's rights, and to exercise the rights and fulfill the obligations of individuals employed by the higher education institution, to establish and provide the rights-based eligibility, review, and certification of benefits provided in the law and the higher education institution's organizational and operational regulations, to comply with data protection requirements for maintaining and preserving personal and special data registered in accordance with Appendix 3 of this law, to maintain and update the electronic documents, course descriptions, sample curricula, decisions of the credit transfer committee, to provide closed-system remote education at the institutional level, to access SZEÜSZ and KEÜSZ services, and to maintain electronic contact with the higher education information system, including the client interface and implemented functionalities in Hungarian language, all of which must be accessible to every client;*
45. *distance education: a form of education based on the interactive relationship between the instructor and the student using specific information technology and communication tools, as well as methods of knowledge transfer and learning that involve the use of digital teaching materials. It relies on independent student work and where the number of class hours does not exceed thirty percent of the class hours of full-time education;*
46. *off-site education site: the operational location of an organizational unit specified in the founding deed, functioning outside the registered seat;*
47. *fields of science: the fields of humanities, theology, agricultural sciences, engineering sciences, medical and health sciences, social sciences, natural sciences, and arts, categorized by scientific disciplines;*
48. *final certificate (absolutorium): attests to the successful completion of the examinations prescribed in the curriculum and, except for the preparation of the final thesis (diploma work), the fulfillment of other study requirements, as well as the acquisition of credit points required in the education and output requirements, without grading, confirming that the student has fulfilled all the study and examination requirements prescribed in the curriculum;*
49. *47a. video content management system: a mobile-friendly video platform integrated into the educational system or the closed-system distance education training management system (hereinafter together: training systems), using streaming technology, through which users, after individual authentication through the training systems, can access video content library organized according to subjects or modules, including the presentation of the instructor, presenter, and their presentations. It allows users to take individual and saved notes on the video content, navigate based on the content outline, search for any spoken or displayed word within videos, switch between combined or separate views of the instructor and presentation, and display subtitles in the offered languages;*
50. *examination: a form of assessment, often combined with evaluation, that verifies the acquisition of knowledge, skills, and abilities through controlled methods, which can also be fulfilled through the implementation of a project task;*

51. *closed-system electronic remote education: a form of education in which the theoretical educational content is delivered through digital teaching materials, video content management systems, and the interactive communication between the instructor and student occurs via an information network (internet, intranet) through a closed-system distance education training management system. During this process, the computer and information network, as well as the closed-system distance education training management system and the educational system, serve as the common communication tools for the instructor, education organizer, and the person participating in the training;*

52. *closed-system distance education training management system: a certified and authenticated closed information system designed to plan, organize, and control the education of individuals participating in the training. It provides digital teaching materials and supplementary knowledge content according to the training program, making them accessible through a web browser. The system records and evaluates the progress, answers to control questions, results, and activities of individuals participating in the training in an unalterable database. It transmits this information to the educational system and responds to navigational requests based on the person's performance, as well as facilitates interactive and remote collaboration between the instructor, education organizer, and the person participating in the training.*

Section 2

- (1) The definitions of the general terms used in this Regulation are provided in Annex 2.
- (2) Where this Regulation provides about a subject, the criteria requirement must also be understood, unless this Regulation expressly provides otherwise.
- (3) Where this Regulation provides about a thesis, the diploma thesis must also be understood, unless this Regulation expressly provides otherwise.
- (4) Where this Regulation provides about the Study Department or its head, the organizational unit responsible for academic administration and its head must be understood.
- (5) Where this Regulation provides about a specialization, the specialization must also be understood, unless this Regulation expressly provides otherwise.
- (6) Where this Regulation provides about a specialization manager, in the case of a major or specialization that has specialization managers, except for Annex 5 of this Regulation, otherwise, the specialization manager or specialization supervisor must be understood, unless this Regulation expressly provides otherwise.
- (7a) Where this Regulation provides about a dean, except for the provisions in Section 56 (1), in the case of specialized continuing education programs, the higher-level supervisor responsible for the oversight of the respective specialized continuing education program must be understood. Where this Regulation provides about an educational vice dean, in the case of specialized continuing education programs managed by the Institute of Public Administration Training, the director responsible for organizing the program must be understood.
- (7) In the application of this Regulation,
 - a) *italicized text: important relevant legal provisions;*

b) normal text: provisions of the Regulation.

Chapter II

Common Provisions for Study and Examination Matters

The university Act Section 31 *(1) Students participating in basic and master military training, as well as professional or contracted students participating in doctoral training, may pursue foreign studies with the permission of the Chief of the General Staff. For students participating in basic and master military training, preliminary approval from the personnel department of the Hungarian Defence Forces is required to establish guest student status or further (parallel) student status, and to continue studies for further qualifications or expertise.*

(2) Members of the professional personnel participating in higher law enforcement training, as well as students in the tax and customs service status participating in basic, master's, and doctoral law enforcement training, may pursue foreign studies or partial studies with the prior permission of the national commander of the respective law enforcement agency or the head of the National Tax and Customs Administration. Establishing guest student status or further (parallel) student status requires prior approval from the national commander of the respective law enforcement agency or the head of the National Tax and Customs Administration.

(3) The denial of permission as set forth in paragraphs (1) and (2) must be justified.

NKE Act Section 25 *Students participating in basic and master military training may suspend their student status under special legal circumstances and during periods of participation in disaster prevention. Deviations from this regarding the suspension of student status require approval from the head of the personnel department of the Hungarian Defence Forces.*

Section 3

(1) In study and examination matters, the application (hereinafter referred to as: application) may be submitted by the deadline specified in Annex 3.

(2) The student addresses the application to the person or body (hereinafter together: decision-maker) authorized to make decisions and take measures in the first instance under this Regulation, unless otherwise provided.

(3) In the following study and examination matters, the student submits the application electronically through the application handling module of the electronic study registry system (hereinafter: Neptun system):

- a) dean's discretion (Section 6);
- b) registration for courses beyond the registration period (Section 7 (1) points l) to m));
- c) deregistration from courses beyond the registration period (Section 7 (1) point k));
- d) recognition application (Section 9);

- e) transfers (Section 23);
- f) change of schedule (Section 31);
- g) change of major or specialization (Section 31);
- h) suspension of student status (Section 32);
- i) pre-exam (Section 34 (2));
- j) requests for certificates due to missed deadlines, end-of-month days, beyond the student's control;
- k) enrolment in a course different from the course enrolment system specified in the preparatory study regulations (Section 13 (4));
- l) substitution of electives with voluntary activities (Section 16).

(4) In study and examination matters not listed in paragraph (3), the student submits the application to the Study Department. The Study Department receives and records the applications daily.

(5) If the application or a document forming part of the application contains personal data related to another person (hereinafter: concerned person) that is not a public data due to public interest, especially for the purpose of justifying the application due to unexpected, unforeseeable reasons or circumstances requiring special consideration, the consent of the concerned person or their legal representative must be attached to the application in the form and content specified in Annex 6 of this Regulation. Otherwise, the data cannot be considered in the decision on the application.

(6) If this Regulation does not specify otherwise, the processing time for study and examination matters is 15 days from the receipt of the application, and 10 days in the case of requests related to examinations.

(7) If this Regulation does not specify otherwise, the decision of the decision-maker must be sent to the student within 5 business days, and within 3 business days in the case of requests related to examinations. Simultaneously, the decision-maker informs the Study Department and the relevant educational unit.

(8) The student may appeal the decision of the decision-maker to the Student Remedial Committee within 15 days from the communication of the decision, based on the provisions of the Student Remedial Procedure regarding the exercise of student rights, the fulfilment of obligations, the handling of applications related to student status, and the procedure for student remedial matters.

(9) The student submits an application for the permission defined in Sections 31 (1)-(2) and 25 of the university Act, as well as in Section 28 (2), Section 29 (2), and Section 32 (4) of this Regulation, through the dean. The Student Study, Examination, and Social Affairs Committee (hereinafter referred to as: SESA Committee) provides an opinion on the application. The student is obligated to submit the decision regarding the application for permission to the Study Department.

(10) The Student Remedial Procedure shall also apply to the applications.

III. Chapter

Individuals and Bodies Dealing with Study and Examination Affairs

The Rector

Section 52/A of the Higher Education Act (Nftv):

(1) The higher education institution revokes a diploma it has issued or its predecessor has issued within five years from the issuance of the diploma if the diploma has been obtained unlawfully. In other respects, the provisions of the Act on General Administrative Proceedings shall be applied appropriately.

(2) Contrary to the provisions of Paragraph (1), if the issuance of the diploma has been influenced by a criminal offense, and the commission of the criminal offense has been established by a legally binding court decision or the prosecution has terminated the criminal procedure because the conditional suspension of prosecution has successfully elapsed, the institution shall destroy the diploma without temporal limitation if it does not affect a right acquired and exercised in good faith. In other respects, the provisions of the Act on General Administrative Proceedings shall be applied appropriately.

(3) The revoked or invalidated diploma shall be withdrawn by the higher education institution. The name of the higher education institution that issued the revoked or invalidated diploma and, as necessary, the name of its legal successor, the diploma number, the date and reason for the invalidation shall be published on the website of the educational authority.

(4) A remedy shall be available against decisions made in accordance with Paragraphs (1)–(2).

(5) If the higher education institution that issued the diploma ceases to exist without a legal successor in the procedure set forth in Paragraphs (1)–(2), the educational authority shall act.

(6) The court or prosecution that makes a legally binding decision or a decision that cannot be further appealed according to Paragraphs (1)–(2) shall promptly inform the issuer of the diploma and the educational authority of the decision.

(7) The provisions of Paragraphs (1)–(6) shall be appropriately applied to the diploma supplement as well.

Section 59 of the Higher Education Act (Nftv):

(1) The student status ceases...

f) if the rector terminates the student status due to outstanding fees after the student's unsuccessful notice and an examination of the student's social situation, as of the day the decision to terminate becomes final...

(3) The higher education institution unilaterally terminates the student status of a student who:

a) fails to meet obligations related to academic progress as specified in the study and examination regulations or the curriculum,

b) does not enroll for the next academic semester for the third consecutive time,

c) does not commence studies after the suspension of student status, provided that the student was previously notified in writing to fulfill their obligations by the specified deadline and was informed of the consequences of the omission.

(4)

(5) If within the framework of the student status, a student is studying in more than one program at the same institution, these provisions shall be applied with the difference that in place of the cessation of student status, studies in the given program cannot continue.

Section 4

(1) The rector – unless otherwise provided by law or university regulations – decides on the establishment and termination of student status. The rector can delegate this authority by individual measures to the deputy rector responsible for educational matters. The delegated authority holder cannot further delegate this authority. In the case of terminating student status for academic reasons (Paragraph 33 (3)), the rector decides regarding the opinion of the SSES Committee.

(2) The rector decides on the revocation and destruction of unlawfully obtained diplomas and diploma supplements.

Section 5

The Dean

(1) The dean decides on the following study and examination matters:

a) issuing a permit for attending lectures to individuals not in student status with the University (Section 5 (3)),

b) exercising equity (Section 6),

c) regarding scholarship-holding law enforcement or officer candidate students, allowing the repetition of physical education and self-defense classes in the case of the second exemption from attending (Section 19 (4)),

d) transferring to another program (Section 23),

e) allowing individuals not in student status with the University but enrolled as guest students by another higher education institution to attend (Section 29 (4), (4a), and (6)),

f) allowing the continuation of partial qualification training (Section 30 (2) and (3)),

g) allowing the repetition of an unsuccessful final exam component once during the same final examination period in the case of up to one failed final exam component (Section 55 (2)),

h) certifying the study record book, issuing the certificate of achievement (absolutorium), signing the certificate of achievement, signing the certificate of completing the final examination (Section 50 (1) and (3), Section 56 (7)),

i) allowing students from other programs at the University to enroll in courses not recommended by the Neptun system,

j) confidentializing a thesis (Section 5 Annex, Chapter VIII/A).

(2) In matters specified in Paragraph (1):

a) of points a), b), and d), the head of the Study Department,

b) of points b) and e), except the case specified in Paragraph 29 (6), the SSES Committee,

c) of point e), except the case specified in Paragraph 29 (6), the program supervisor,

d) of point j), the head of the relevant educational unit and the supervisor, taking into account their recommendations.

(3) The dean decides on how individuals not in student status with the University can access and attend lectures. The dean may stipulate that attendance at certain lectures requires prior permission.

Section 6

Dean's Discretion

(1) If a student has not fulfilled a certain academic or examination obligation during their studies, they can submit a request for dean's discretion once, if they have exhausted the opportunities provided by this Regulation or if due to reasons beyond their control – illness, accident, childbirth, or other unexpected, non-self-caused reasons – they were unable to do so, and they can provide credible evidence of this.

(2) Only one requirement can be subject to dean's discretion in a single request. The criteria for dean's discretion shall include the circumstances justifying the termination of the student status according to Section 11(1)-(2), Section 18(7), and Section 43(2) even if these circumstances exist together or result from the failure to fulfill multiple subjects simultaneously.

(3) The decision based on dean's discretion must specify the conditions for making up the requirement and indicate that the student cannot receive further favorable treatment based on dean's discretion in their specific program. The favorable treatment based on dean's discretion must be recorded in the Neptun system.

(4) Dean's discretion cannot be claimed for:

a) changing the denial of the end-of-semester signature, except when the signature is related to a criterion requirement;

b) assessments related to fulfilling academic requirements, except for cases of professional practice or not fulfilling criterion requirements;

- c) exemption from obligations set out in the curriculum and outcome requirements;
- d) reversing the consequences of disciplinary penalties;
- e) deviating from the rules of the final examination.

Section 7

Head of the Study Department

- (1) The tasks and responsibilities of the head of the Study Department include in particular:
- a) performing tasks related to the preparation and conduct of the higher education general admission and supplementary admission procedure;
 - b) directing the academic administration related to enrollment and registration;
 - c) providing information necessary for students' academic progress, contributing data for the Study Information Booklet;
 - d) maintaining contact with students, providing academic counseling, and operating student services in cooperation with the student self-government;
 - e) handling personal data of students in compliance with legal frameworks;
 - f) performing distribution tasks related to students' studies, particularly issuing and certifying documents specified by law and this Regulation, for which no other person or organization's competence is indicated by law or other university regulations;
 - g) preparing decisions related to establishing and terminating student status;
 - h) recording the withdrawal and destruction of invalidated diplomas in minutes (Section 4(2));
 - i) checking and approving recognitions not requiring a decision from the Credit Transfer and Validation Committee (hereinafter referred to as KÁVB) (Section 9(3));
 - j) allowing enrollment or registration beyond the registration period until the fifth working day following the registration period;
 - k) allowing submission of coursework beyond the registration period for officer candidates, scholarship-holding law enforcement students, and students with dual status, and beyond the fifth working day following the registration period for other students;
 - l) allowing course registration within five working days after the registration period;
 - m) allowing course registration beyond the registration period until the 10th working day following the last day of the registration period, or until the 15th day before the final examination registration in the case of final examination subjects;
 - n) adjudicating complaints related to course registration (Section 49(2));

o) allowing the fulfillment of the professional practice specified in the curriculum in a different period (Section 15(2));

p) verifying voluntary activity certificates (Section 16(6));

q) allowing a change of supervisor or topic for the thesis (Attachment 5, Chapter II.5a).

(2) In matters specified in Paragraph (1):

a) of point l), the course instructor,

b) of points k) and m), the course coordinator, and the program supervisor as necessary,

c) of point o), the program supervisor, or the program specialization supervisor as necessary,

d) of point p), the SESA Committee as necessary,

e) of point q), the head of the educational unit shall decide, taking into account their opinions.

(3) In matters specified in Paragraph (1), point f), the head of the Study Department can delegate their authority to a substitute or another employee of the Study Department for specific cases or a specific range of issues, in such a way that the authority delegated cannot be further delegated.

(4) The head of the Study Department has the right to make proposals in the following matters:

a) dean's discretion (Section 5(1), point b)),

b) allowing course registration deviating from the course registration procedure determined in the pre-study curriculum (Section 8(2), point a)),

c) transferring to another program (Section 5(1), point d)).

(5) If the management of the theses is the responsibility of the Educational Management Department, the authority specified in Paragraph (1), point q), shall be exercised by the head of the Educational Management Department.

Committee for Student Academic Examinations and Social Affairs

Higher Education Act, Section 12(5): *If a committee or council established by the Senate also deals with matters concerning students, student representatives must be allowed to participate in the work of the committee, with the exception of the Credit Transfer Committee. The Senate establishes a permanent committee for handling students' academic, examination, and social affairs. In the committee dealing with matters concerning students, the participation of students must be ensured, with the provision that the number of students and members delegated by the higher education institution must be no less than twenty-five percent each of the committee members.*

Higher Education Act, Section 81(3): *If a student participating in Hungarian state (partial) scholarships studies in another EEA state in a partial training program whose studies can be counted towards the domestic higher education institution's program, the student is entitled to a scholarship during the period of foreign studies, according to the conditions set out in Section 81(4). The student is entitled to this scholarship if they commence their foreign studies with the consent of the higher education institution.*

NKE Act, Section 31(1): *A student participating in basic and master military studies and a professional or contract-status student participating in doctoral studies may pursue foreign studies with the permission of the Chief of the General Staff of the Hungarian Defence Forces. In the case of students participating in basic and master military studies, the establishment of a guest student or additional (parallel) student status, as well as the continuation of studies necessary to acquire further qualifications or expertise, requires the prior permission of the head of personnel of the Hungarian Defence Forces.*

(2): Students in the field of law enforcement participating in basic, master, and doctoral studies and holding professional positions or financial and customs service status may pursue foreign studies or partial studies with the prior permission of the commander-in-chief of the relevant law enforcement agency or the head of the National Tax and Customs Administration. The establishment of guest student status or additional (parallel) student status requires the prior permission of the commander-in-chief of the relevant law enforcement agency or the head of the National Tax and Customs Administration.

Section 8

(1): The Committee for Student Academic Examinations and Social Affairs (HTVSZÜB) is a body established for the first-level handling of students' academic, social, and examination matters, as specified in the Organizational and Operational Regulations (hereinafter referred to as Organizational and Operational Regulations), which are part of the University's Organizational and Operational Regulations.

(2): The Committee for Student Academic Examinations and Social Affairs decides on the following academic and examination matters:

- a) allowing course registration deviating from the course registration procedure determined in the pre-study curriculum (Section 13(4));
- b) determining whether the requirements for completing compulsory physical education outside the framework of the curriculum's specified classes have been fulfilled by the student, according to the dean's regulation issued pursuant to Section 19(7);
- c) allowing favourable academic arrangements (Section 20);
- d) transfer (Section 24);
- e) program, specialization, language, and schedule change (Section 31);
- f) approving the suspension of student status (Section 32(2));
- g) retrospectively suspending the ongoing semester (Section 32(3));

- h) allowing examination completion outside the examination period (Section 34(1));
- i) approving preliminary examinations (Section 34(2));
- j) improving the result of a successful examination in the fourth subject (Section 44(2));
- k) granting approval for engaging in a partial training in an EEA member state as referred to in Section 81(3)-(4) of the Higher Education Act, which involves studies that can be counted towards the University's program (Section 29(8));
- l) extending the support period for students with disabilities (Section 47(4) of the Higher Education Act);
- m) contentious matters related to the student's individual timetable;
- n) activating passive student status for applications submitted beyond the fifth working day following the registration period but within 30 days after the start of the term, according to the application of the student;
- o) allowing application for the final examination period beyond the specified deadline in the current academic year;
- p) any other academic and examination matter referred to the committee's jurisdiction by law or university regulations, or which is not explicitly referred to the jurisdiction of another organization or person by law or university regulations.

(3) The HTVSZÜB shall make decisions in the following academic and examination matters:

- a) In the case specified in point (a) of point (2) (a) of subsection (2), based on the proposal of the Head of the Department of Studies and the responsible lecturer;
- b) In the case specified in point (e) of point (2) (a), considering the opinion of the Programme Coordinator and the additional permissions specified in Section 31;
- c) In the case specified in point (k) of point (2) (a), based on the decision of the Credit Transfer and Validation Committee concerning recognition;
- d) In the case specified in point (l) of point (2) (a), considering the opinion of the Equal Opportunities Committee;
- e) In any matter, as needed, considering the opinion of the relevant academic organisational unit head.

(4) The HTVSZÜB has the right of proposal in the following matters:

- a) The permission referred to in subsection (8) of Section 3;
- b) Termination of student status for academic reasons (subsection (1) of Section 4);
- c) Dean's discretion (point (b) of subsection (1) of Section 5);
- d) Permission for a student from another higher education institution to become a visiting student at the University (point (e) of subsection (1) of Section 5).

(5) In the case of applications during the examination period or related to examinations, the HTVSZÜB must make a decision within 10 days from the receipt of the application.

Credit Transfer and Validation Committee

Higher Education Act, Section 12 (5) *If a committee or council established by the senate that deals with matters concerning students, also proceeds in matters concerning students, it must be ensured that student representatives can participate in the work of the committee, except for the credit transfer committee. The senate establishes a standing committee for the management of students' academic, examination, and social matters. In the committee dealing with matters concerning students, participation of students must be ensured, with the provision that in the standing committee established for the management of academic, examination, and social matters, the number of students and members delegated by the higher education institution cannot be less than twenty-five percent each of the committee members.*

Higher Education Act, Section 49 (5) *Credit can be granted for the mastery of a given body of knowledge on one occasion. Recognition of credit is based solely on the comparison of knowledge underlying the determination of credit in accordance with the prescribed output requirements of the subject (module). Credit must be recognised if it pertains to an elective subject or if the compared knowledge corresponds to at least seventy-five percent. The comparison of knowledge is carried out by the committee (hereinafter referred to as the credit transfer committee) established by the higher education institution for this purpose.*

(6) *The credit transfer committee may recognize knowledge acquired during non-formal, informal learning, work experience, as well as knowledge acquired during learning resulting in a vocational qualification and expertise, as the fulfillment of academic requirements, in accordance with the provisions of this Act and government regulations. The occasional decision of the credit transfer committee must be applied for up to five years in the case of applications for the same credit recognition.*

(6a) *Positive decisions of the credit transfer committee that do not contain personal data, their validity periods, as well as descriptions of all courses and modules of the higher education institution, must be made accessible to all students and instructors in the study system, and downloadable for the study system of other higher education institutions.*

(7) *Questions related to the implementation of the provisions defined in paragraphs (3) to (6) shall be regulated in the academic and examination regulations, with the stipulation that a student, for the attainment of the degree certificate (absolution), must fulfill the credits according to the academic and examination regulations, but at least one-third of the total credits of the program, even in the case of recognition of prior acquired knowledge as credit value, from studies carried out at the higher education institution or from other previous studies.*

(7a) *The requirement stated in paragraph (7), regarding the acquisition of at least one-third of the program's credit value at the given institution, shall not apply to:*

a) *doctoral programs,*

b) *joint programs carried out within the framework of the European Union, Visegrad Fund, and Central European Higher Education Exchange Program,*

c) students transferred to a program in the same field of study based on an agreement according to Section 23 (1),

d) previously enrolled students in the same program,

e) refugee, protected person, beneficiary of subsidiary protection, admitted student cases.

Higher Education Act, Section 54 (2) The curriculum, based on the competencies attainable according to the educational and outcome requirements, is composed of compulsory, compulsory elective, and free elective subjects, curriculum units, as well as criteria requirements. For freely elective subjects, the higher education institution cannot limit the student's choice to subjects offered by the institution.

(7) The requirements prescribed in the curriculum need not be fulfilled if the student has already mastered them earlier and can substantiate it in a credible manner. Credits obtained during education according to Section 49 (5) of the Higher Education Act must be recognized based on studies conducted at any higher education institution, if the prerequisites are met, regardless of where and at what educational level the student acquired them. Recognition is carried out solely by comparing the competencies (knowledge, applied (partial) skills, and additional (partial) competencies) underlying the determination of credit, in accordance with the subject's program.

(8) The credit value of recognized academic performance according to Section 49 (5) of the Higher Education Act corresponds to the credit value of the curriculum requirement that is considered fulfilled; however, the acquired grade cannot be modified upon recognition of the subject.

Higher Education Act, Section 57 (6) The higher education institution must carry out a preliminary credit transfer procedure upon request. In the preliminary credit transfer procedure, the credit transfer committee decides on the recognition of credits for requirements that the applicant has fulfilled and for requirements that are expected to be fulfilled by the end of the ongoing semester at the time of submitting the application (subject to completion). Additionally, the committee decides on the existence of credits listed in the admission requirements (subject to completion). The higher education institution considers the credits recognized by the credit transfer committee as recognized without the need for a new application at the commencement of studies.

(7) The student can request the higher education institution to recognize their competencies acquired through formal, non-formal, and informal means as academic achievements within the curriculum unit (hereinafter referred to as competency recognition).

Section 9

(1) The Credit Transfer and Validation Committee (KÁVB) is the first-instance body responsible for making decisions on the recognition of competencies acquired by the student through formal, non-formal, or informal learning as specified learning outcomes within the curriculum (hereinafter referred to as recognition), as determined by the Organizational and Operational Regulations of the University.

(2) To achieve the required credits for graduation (absolution), the student must complete half of the total credits required for the specific program (major), with the exception that credits beyond one-third of those mandatory according to this law for the respective program can be recognized from other programs at the University. This limitation does not apply to credits earned and recognized during foreign studies related to the program during its duration.

(3) The automatic recognition of elective subjects as recognized elective subjects, as per the valid curriculum of the University upon application, applies to all identical or lower-level programs at the University - including recognition of subjects completed in the undergraduate program for integrated programs - without requiring a separate decision from the Credit Transfer and Validation Committee. This recognition is automatically applied through recording by the head of the study department.

(4)

(5) In cases where legislation, regulations, or calls for applications based on them stipulate, for the determination of eligibility for scholarships to be provided to students, solely for the purpose of determining scholarship eligibility, the credit value and grade of recognized competencies are not taken into account in the academic achievement.

(6) From the date of recognition, the student is exempted from attendance requirements and examination obligations for the respective subject.

(7) The evaluation of performance of foreign exchange students and students participating in foreign study programs is done according to the following scale:

Local Grading Scale		The ECTS (European Credit Transfer and Accumulation System) Grading Scale:	
5	Excellent	A	Excellent
5	Excellent	B	Very good
4	Good	C	Good
3	Satisfactory	D	Satisfactory
2	Sufficient	E	Sufficient
1	Fail	F/FX	Fail*
-	Did not attend*	DNA	Did not attend*
-	Incomplete	I	Incomplete*
-	Signed*	S	Signed*

*No credits

(8) In the case of assessing the performance of students participating in foreign study programs using a two-level "Pass"/"Fail" system, the "Pass" level corresponds to a "good" evaluation, while the "Fail" level corresponds to an "insufficient" evaluation.

(9) The Credit Transfer and Validation Committee (KÁVB) can establish a system of recognition precedents. The electronic database (hereinafter referred to as the database) forming the basis of the precedent system shall include the list of subjects and competencies recognized and rejected by the KÁVB, based on their relevant decisions (hereinafter referred to as precedent decisions) that either grant or reject applications,

along with their reasons, which can be applied unchanged for other cases as well. The database also includes the number of the precedent decision, as well as the period of validity determined by the KÁVB based on the opinion of the responsible educational organizational unit leader within which the precedent decision can be applied. Based on the recommendation of the responsible educational organizational unit leader, the KÁVB can issue a precedent decision on recognition even without an application. The KÁVB can review the precedent nature of decisions in the database at any time. In the event of establishing a precedent system, the database must be published on the University's website.

(10) If reference is made to a precedent decision in the application and it is applicable, there is no need to seek the opinion of the responsible educational, organisational unit leader, and the President of the KÁVB can make a decision without holding a committee meeting regarding the subject of the application.

(10a) If the application pertains to the recognition of competencies acquired through non-formal or informal learning, work experience, as well as competencies acquired during learning resulting in a vocational qualification and expertise, for which the KÁVB has made ad hoc decisions recognising them as fulfilling academic requirements within the five years prior to the submission of the application, the KÁVB must apply these ad hoc decisions ex officio even if the application does not explicitly refer to them. In this case, there is no need to seek the opinion of the responsible educational organisational unit leader, and the President of the KÁVB can make a decision without holding a committee meeting regarding the subject of the application.

(11) Further institutional rules regarding recognition are covered in a separate regulation.

Chapter IV

The Institutional Credit System

Nftv. Section 15 (1) *In the higher education institution, education is conducted based on the curriculum of the program. As part of the curriculum, the course schedules for higher vocational training, undergraduate and master's programs are prepared freely by the higher education institution according to the educational and outcome requirements issued by the minister within the framework of programs financed by the European Union, the Visegrad Fund, and the Central European Higher Education Exchange Program, as well as in joint programs and specialized further training programs. The curriculum must be reviewed every five years. Introducing new or modified study and examination requirements can be carried out in an upward system.*

Nftv. Section 108 (4) *For the purposes of this law, "upward system" refers to an educational planning principle under which new or modified study and examination requirements can be applied to students who begin their studies after their introduction. Alternatively, if permitted by the regulations of the higher education institution, they can be applied to students who started their studies prior to the introduction but prepare themselves based on the new or modified study and examination requirements by their choice.*

Nftv. Section 49 (1) *During studies at a higher education institution, the fulfillment of study requirements must be expressed in terms of study points (referred to as credits) assigned to individual subjects or course units, and evaluated with grades. The accumulated credits indicate the advancement of students in a given program, while their grades represent the quality of their performance.*

(2) *The institution must ensure that students can choose at least five percent of the total credits required for the degree as elective subjects according to the organizational and operational regulations of the institution. Alternatively, they can participate in voluntary activities in place of such subjects. Additionally, students should be allowed to choose subjects with credit values at least twenty percent higher than the total credits required for the degree.*

(2a) *It should be ensured that, within the individual study plan of a student, without any additional fees or charges,*

a) the student can take a subject with a credit value exceeding ten percent of the total required credits, and

b) the student can take a subject taught in a language other than Hungarian, up to ten percent of the total required credits.

(3) *Students can take subjects related to their studies, including elective subjects, in the curriculum of the institution with which they have a student status, as well as in other programs or as visiting students in other higher education institutions.*

(4) *The institution issues a recommended curriculum in its academic system to guide students in constructing their individual study plans. It must ensure that every student has the opportunity to demonstrate their knowledge and to retake a passed or failed examination, guaranteeing unbiased administration and evaluation of retaken examinations.*

Section 108 *For the purposes of this law, "24th credit" refers to the unit of measurement of student academic work, expressing the estimated time required to acquire specific knowledge and fulfill requirements for a subject or course unit. One credit corresponds to an average of thirty hours of student work. The credit's value is independent of the grade received by the student if their performance is accepted.*

Higher Education Act, Section 57 (1) *The student can acquire the credits required for obtaining the degree in a shorter or longer period than the specified duration of the program's education and outcome requirements.*

(2) *If a student's performance is accepted, the value of the credit is not influenced by the grade the student receives for their knowledge.*

Rules for Acquiring Credits

Section 10

(1) *The conditions for acquiring credits are outlined in the recommended curriculum.*

(2) The rules for credit acquisition cannot be changed during the respective academic and examination period.

(3) New or modified study and examination requirements can be applied to students who start their studies after the introduction of such changes or to those who started their studies before, but choose to prepare according to the new or modified study and examination requirements. The relevant student declaration can also be made through the Neptun system.

(4) Only the instructor assigned to the course's sections is authorized to assign the credit value based on the student's examination result. If the instructor is unavailable, the head of the academic unit responsible for the course or an instructor designated by them, in the case of specialized further training programs in public administration or government studies, the course responsible instructor, can assign the credit value. The assigned credit value is confirmed with the instructor's signature on the examination paper and is recorded in the Neptun system.

(5) In the master's program, the coordinator of the program ensures the offering of required courses to acquire missing credits specified upon admission, according to the provisions of the recommended curriculum.

(6) If a student fails to acquire the credits for the courses required for admission to the master's program during the first two active semesters or the first active semester for programs with a two-semester duration, their student status should be terminated due to insufficient academic performance.

Requirements for the Academic Period

Section 11

(1) Cadets, law enforcement scholarship holders, as well as students with dual status can continue their studies if they have completed at least 70% of the required and elective course credits specified for each academic semester in the recommended curriculum and have also fulfilled the prescribed criterion requirements.

(2) Regardless of the nature of the student's status, they can continue their studies if their weighted grade point average is at least 2.00 for each active semester.

(3) For students whose student status was previously terminated but who were readmitted to the program through a new admission process, the provisions of paragraphs (1) and (2) shall be applied accordingly.

(4) In the case of students enrolled in self-financed programs, the maximum number of active semesters that can be taken until obtaining the final degree is equal to twice the specified duration of the program's education and outcome requirements but must be a minimum of four semesters.

Chapter V

Academic System

Structure of the Academic Year

*In accordance with **Article 108**, 5th semester: an educational period lasting for five months; in the case of doctoral studies, an educational period from September 1st to January 31st and from February 1st to August 31st;*

18. educational period: the division of the educational period into the teaching period and the associated examination period;

40. academic year: an educational period consisting of at least ten and up to twelve months; in the case of doctoral studies, an educational period consisting of twelve months;

Section 56 of the Higher Education Act:

(1) If professional practice, examination, or other educational activities (hereinafter referred to together as "student activities") are organized outside the academic year, the higher education institution must clearly determine which semester immediately before or after it refers to regarding the student activity. The internal scheduling of the educational periods according to the academic year and semester must be determined in the regulations of the higher education institution.

Section 12

(1) The academic year consists of the registration period, the teaching period, and the examination period. The registration period lasts for at least five working days, which can also be the first five days of the teaching period. The teaching period is 12 to 18 weeks, and the examination period is 4 to 10 weeks, provided that the combined duration of the teaching and examination periods does not exceed five months. If the academic year's schedule includes a reporting period during the teaching period, its duration can be accounted for within the examination period. The period and duration of completing the practical training are determined by the requirements of the programs and the recommended curriculum of the respective fields.

(1a) In the first year of military basic training programs, the schedule of the academic year may deviate from the provisions of paragraph (1), with the combined duration of the teaching and examination periods not exceeding five months.

(2) The format of naming the academic year: "calendar year of the beginning of the academic year/calendar year of the end of the academic year." The names of the academic semesters: "autumn semester" and "spring semester."

(3) The order of the academic year, including its start and finish, as well as the exact dates of university events to be held during the academic year, are determined by the Rector, and the Office of Education and Studies (hereinafter referred to as "OTI") publishes them on the University's internal website by March 31 of the preceding year, as part of the

educational basic data. The academic year must be planned based on the rules for lesson planning provided in the Rector's instruction.

(4) During the instructional period, teaching breaks are observed on statutory public holidays and on education-free days specified in the rector's directive regarding the academic calendar (non-teaching workdays). In addition to these, the rector may authorize 5 additional non-teaching workdays per academic year, and the dean may authorize an additional 2 non-teaching workdays.

(5) The organization of the academic calendar takes into account the opinion of the University Student Government (hereinafter referred to as EHÖK).

(6) Education at the University follows the class schedule.

(7) Within the framework of national security education programs, classes may be conducted in a secure location, as determined by national security services, and may involve special access arrangements.

Recommended Curriculum

Higher Education Act, Section 49 (4): *The higher education institution issues a recommended curriculum in its academic system to guide students in assembling their study plans. The higher education institution must ensure that every student can account for their knowledge and have the opportunity to retake assessments, with a focus on impartial administration and evaluation of retaken assessments.*

Higher Education Act, Section 108: *For the purposes of this law, a "19. training program" refers to the comprehensive training document of the institution, which includes:*

a) Detailed training and academic requirements for bachelor's, master's, and undivided programs, higher education vocational training, and specialized further training programs.

b) The doctoral program plan, along with detailed regulations for the program, particularly the curriculum, educational program, subject programs, as well as evaluation and control methods, procedures, and rules.

42. Curriculum: A training plan compiled in accordance with the training and output requirements for a specific program. Its elements include subject-specific breakdown of courses, an hour and examination schedule based on curriculum units for checking requirements fulfillment, an evaluation system, and subject programs for curriculum units.

23. Consultation: The opportunity for personal discussion provided by the higher education institution's instructor to the student, including electronic communication.

39. Course Unit: A curriculum unit or subject that can be completed within one semester and is recognized with credits.

41. Lesson: An educational session that requires the instructor's personal involvement, such as a lecture, seminar, workshop, or consultation, and lasts for at least forty-five minutes and at most sixty minutes.

Section 54(1) of the Higher Education Act:

When determining credit value, all student working hours, including classroom hours and individual study hours, are taken into account. In the recommended curriculum provided by the higher education institution, except for specialized further education programs, the credit value for each semester may differ by a maximum of three credits from the standard thirty credits, considering the institution's determined educational period.

(2) The curriculum, based on the competencies that can be achieved according to the educational and output requirements, is composed of mandatory, mandatory elective, and freely elective subjects, curriculum units, as well as criterion requirements. For freely elective subjects, the higher education institution cannot restrict the students' choices to only the courses offered by the institution.

(3) The curriculum must assign class hours and credit values to subjects and curriculum units. The credit value expresses how much study effort is needed to fulfill the requirements and how many credits the student can earn by enrolling in and completing the subject or curriculum unit. Credits can only be assigned to subjects or curriculum units graded according to Section 56(7). Only whole-value credits can be assigned to subjects. In doctoral programs, credits can be obtained for acquiring knowledge, fulfilling subject requirements, conducting research, and performing teaching tasks.

(4) The total average individual student study hours determined for the entire educational period cannot exceed three times the number of class hours for full-time education, seven times for part-time and evening education schedules, twelve times for correspondence education, and twenty-five times for distance education. In doctoral programs, these proportions should be taken into account when fulfilling partial tasks for subject requirements.

(5) In part-time education, the number of credits assigned to a specific program is the same as that for full-time education.

(6) The curriculum defines the prerequisites (prerequisite study) required for enrolling in specific subjects. For a given subject, a maximum of three other subjects or one module with a credit value not exceeding 15 credits, which may include multiple subjects related to the educational goal, can be assigned as prerequisite study obligations. The curriculum can also specify the simultaneous enrollment of certain subjects as a requirement for other subjects.

Section 56(7) of the Higher Education Act: *The assessment of student knowledge can be:*

a) Five-grade: excellent (5), good (4), satisfactory (3), pass (2), fail (1),

b) Three-grade: excellent (5), pass (3), fail (1),

c) Another assessment system introduced by the higher education institution and stipulated in the institution's regulations if it ensures comparability with other assessment systems.

Section 13

(1) The recommended curriculum offers a practical opportunity for the subjects necessary for the degree or professional qualification to be completed within the educational period specified in the educational and output requirements, using average progression.

(2) The recommended curriculum includes:

a) The schedule of classes and exams, broken down by educational periods, for all subjects, including:

aa) The semesters in which they are offered,

ab) The types of subjects (mandatory, mandatory elective, freely elective, criterion requirement),

ac) Weekly and semester class hours for each subject, categorized by class types,

ad) Assigned credits for each subject,

ae) The type of evaluation for student performance;

b) Subject syllabi;

c) Prerequisite study regulations;

d) Conditions and rules for selecting and declaring a specialization;

e) Regulations for admission to and completion of the thesis;

f) Conditions for admission to the final examination, subjects for the final examination, detailed conditions for completing the final examination, and the method of determining the result of the final examination;

g) Components and calculation method of the diploma classification;

h) Period usable for international student mobility for foreign partial studies (mobility window);

i) Other specialization-specific requirements.

(3) Based on the prerequisite study regulations, a student can enroll in a subject only if they possess the necessary prerequisite knowledge, which, as stated in the recommended curriculum, must be fulfilled in the semester preceding the subject enrollment or in the same semester as the subject enrollment.

(4) Upon a student's request and in cases requiring special consideration, the HTVSZÜB may, once during the student's studies and in relation to one uncompleted subject, permit enrollment in a subject that deviates from the prerequisite study regulations following the first subject enrollment. The permit must detail the subjects that can be enrolled in based on the permit and specify that the student will not receive such a benefit in the future. Additionally, it must indicate that the student can only begin the exams for the subjects taken based on the permit after successfully completing the subject specified as a prerequisite.

(5) The types of classes include, but are not limited to, lectures, web lectures, online lectures, seminars, e-seminars, online seminars, pre-seminars, classroom practices, industry-based practices, field/firing practices, laboratory practices, workshop practices, professional (teaching) practices, online practices, consultations, or combinations thereof.

(6) Web lectures can only be used as class formats within the framework of distance education introduced due to pandemic situations or due to individual pandemic-related hindrances. In the context of time allocated for teaching, a web lecture is considered a class in the semester when the recording was made, and its duration is calculated using a multiplier of one and a half times. The same web lecture can be counted once in the calculation of time allocated for teaching. The provisions of Section 19/A must be applied to the conduct and viewing of web lectures, with the exception that if the recommended curriculum specifies attendance requirements for classes, such requirements do not apply to web lectures.

Section 14

Course Syllabus

(1) The course syllabus includes:

- a) The course code registered in the Neptun system.
- b) The name of the course in Hungarian and English.
- c) The credit value of the course.
- d) The names of the programs, majors, or specializations where the course is taught.
- e) The frequency of offering the course and its semester placement in the curriculum.
- f) The designation of the academic unit responsible for the course.
- g) The name of the course instructor, their position, and academic degree.
- h) The weekly and semester-based or half-semester-based number of hours for the course broken down by class type.
- i) The professional content of the course in both Hungarian and English.
- j) The competencies to be achieved according to learning outcomes related to knowledge, skills, attitudes, autonomy, and responsibility, presented in both Hungarian and English.
- k) The requirements for the course:
 - ka) Prerequisite conditions.
 - kb) The syllabus of the course in Hungarian and English.
 - kc) Requirements for class attendance, acceptable absence limits, possibilities for making up for missed classes,

kd) the mid-term assignments and the procedure for assessing their completion, including methods, number, topics, and timing of assessments, options for make-ups and corrections, and the process for determining the assessment results.

ke) the specific conditions for obtaining a signature, taking into account the points kc) to kd),

kf) the exact method of calculating the mid-term grade for subjects with mid-term assessment, in line with the provisions in point kd),

kg) for subjects with final exams, the type, format, examination requirements, and the process for determining the exam grade,

kh) the precise conditions for earning credits, considering the provisions in points ke) to kg),

l) the list of mandatory and recommended literature (the resources, textbooks, supplementary materials, and academic literature that can be used for mastering the subject matter).

(2) In the case of education conducted entirely in a foreign language, the course syllabus must be prepared in the language of instruction.

The Internship

Nftv. 15. § (3) *In undergraduate studies, a bachelor's degree (baccalaureus, bachelor of science, bachelor of profession, bachelor of arts) and vocational qualification can be obtained. The bachelor's degree represents the first level of higher education cycles, allowing for the progression to master's studies. The training and outcome requirements define the vocational qualifications that can be obtained in undergraduate studies. In programs that require practical experience, a vocational internship (hereinafter referred to as "internship") of at least the duration specified in § 85 (3) must be organized. Completion of the internship is a prerequisite for taking the final exam. In undergraduate studies, a minimum of one hundred and eighty credits must be earned, and a maximum of two hundred and forty credits can be earned. The duration of the program is at least six and at most eight semesters.*

Nftv. 44. § (1) *A student may engage in work based on a student employment contract:*

a) during the training period of dual education, at an external or internal practice site, as part of the training program, or during organized practical training within the institution, within a business entity established by the institution, or at an external or internal practice site,

b) unrelated to the training program, within the core activities of the higher education institution, either within the institution itself or within a business entity operated with the participation of the higher education institution.

(2) *When engaging a student for work under a student employment contract, the provisions of the Labor Code must be applied accordingly. The Government may establish*

rules for student employment contracts that provide more favourable conditions for students than those stipulated in the Labor Code.

(3) The student shall be compensated according to the details outlined in the student employment contract as follows:

a) In the case specified in paragraph (1), point (a), the student may be remunerated, and during continuous practical training lasting for a duration of at least six weeks and throughout the duration of dual education, the student shall be remunerated at a rate of at least sixty-five percent of the mandatory minimum wage. The remuneration shall be paid by the host organization for practical training in the absence of a different agreement.

b)

(3a) Within the framework of the training program or as part of the training, practical training organized as specified in paragraph (1), point (a) – excluding dual education – may also take place at budgetary institutions without a student employment contract or remuneration. In this case, the student shall be entitled to all rights provided for employees by the Labor Code. An agreement must be concluded with the student participating in practical training, subject to conditions determined by the Government.

(3b) In the case of practical training carried out at an employer with whom the student is already in an employment relationship, it is not necessary to conclude a student employment contract as specified in paragraph (1), point (a)...

Nftv. 50.§ *(1) The higher education institution issues a certificate of completion (absolutorium) to a student who has fulfilled the prescribed academic and examination requirements, completed the required vocational internship, except for the preparation of the final project or diploma thesis, and obtained the prescribed credits, granting them the right to graduate.*

Section 15

(1) Students fulfill the vocational internship prescribed in the recommended curriculum during the period and duration specified in the recommended curriculum. The vocational internship is considered either a subject or a criterion requirement in accordance with the training and output requirements and the provisions of the recommended curriculum.

(2) In cases where a student is unable to complete the vocational internship organized by the University within the period specified in the recommended curriculum due to childbirth, accident, illness, or other unforeseen circumstances beyond their control, the student may, upon their request, be granted permission by the head of the academic department to complete the vocational internship at a time different from that stipulated in the curriculum, for each separate vocational internship. The relevant decision must specify the period within which the student may complete the vocational internship. If a student does not complete the vocational internship within the period specified in the recommended curriculum or in the decision of the head of the academic department, the student's student status must be terminated due to academic insufficiency.

(3) Until the successful completion of all prescribed vocational internships as outlined in the curriculum, the student shall not be granted a certificate of completion (absolutorium).

(4) The detailed procedures for organizing the vocational internships, applying for them, and fulfilling the internships shall be regulated specifically by the faculties.

Volunteering

Nftv. 49. § (2) Students must be provided with the opportunity to enroll in freely chosen subjects or, alternatively, to participate in voluntary activities, for at least five percent of the total credits required to obtain the diploma based on the organizational and operational regulations of the institution. Additionally, students should have the option to choose subjects with a credit value of at least twenty percent higher than the total credits required.

Section 16

(1) The voluntary activities regulated in Section 49(2) of the Nftv can be fulfilled in the form of a course.

(2) In the context of this section, voluntary activity is considered to be an activity that exhibits the following characteristics:

- a) It is not accompanied by monetary or other financial compensation.
- b) It has an identifiable beneficiary: an individual, a community, a non-profit organization, or a public institution.
- c) The work performed is measurable in terms of time, and the performance can be evaluated in terms of quality.

(3) In the context of this section, voluntary activity particularly includes the activities carried out within organizations defined by Section 3(1) of Act LXXXVIII of 2005 on Volunteering for the Public Good, within the framework of their public services or additional services provided to beneficiaries of these public services. It is not considered voluntary activity if the student performs the activity for their own benefit or the benefit of their close relative as defined in the Civil Code. The provisions of Section 2(3) of Act LXXXVIII of 2005 on Volunteering for the Public Good are not considered compensation for the application of point a) in subsection (2).

(4) Voluntary activities carried out during the semester in which the course is announced or in the two semesters immediately preceding it can be accepted as completing the course. For a specific course, several voluntary activities performed within the mentioned period can be taken into account.

(5) The course must be announced in every semester of all programs.

(6) To complete the course, the student must provide evidence of the voluntary activity by presenting a certificate issued by the person or organization providing the opportunity, confirming the completion of the activity. This certificate should include:

- a) The name and address of the entity issuing the certificate.
- b) The student's name, Neptun code, and the name of their program.

c) The content of the activity performed by the student, confirming its alignment with the conditions outlined in subsections (2) and (3), along with the starting and ending dates and the total number of hours.

(7) The credit value of the course aligns with the number of hours of voluntary activity performed by the student, with thirty hours of voluntary activity corresponding to one credit. The student can take the course multiple times throughout their studies in a specific program, but the total value of credits obtained through this method cannot exceed five percent of the total credit value of the program.

(8) The verification of course completion based on the documents specified in subsection (6) will be carried out by the academic affairs officer, and upon confirming its compliance, the completion of the course will be recorded in the Neptun system with an excellent grade.

Course Offering, Enrollment, and Completion

Nftv. 49. § (1) *During their studies in higher education institutions, the fulfillment of study requirements must be expressed and graded in credits (hereinafter referred to as "credit") – assigned to individual subjects or curriculum units. The student's progression in the given program is indicated by the accumulated credits, while the quality is reflected in the grades received.*

(2) *Students must be provided with the opportunity to enroll in freely chosen subjects, or alternatively, to participate in voluntary activities, for at least five percent of the total credits required to obtain the diploma, based on the organizational and operational regulations of the institution. Additionally, students should have the option to choose subjects with a credit value of at least twenty percent higher than the total credits required.*

(2a) *It must be ensured that within the student's individual study plan – without paying additional fees or charges – the student can enroll in:*

a) *Subjects with a credit value exceeding ten percent of the total required credits, and*

b) *Subjects taught in languages other than Hungarian, up to ten percent of the total required credits.*

(3) *The student can enroll in subjects related to their studies, including freely chosen subjects, in a different program within the same higher education institution with which they have a student relationship, as well as in another higher education institution as a guest student.*

Section 17

(1) Courses are offered for subject offerings. The theoretical and practical elements of subjects can also be offered as separate courses. For students who have obtained the required attendance (signature) in a given subject but have not passed the exam, exam courses must be offered in the following semester, where students are not required to complete the tasks assigned during the regular semester.

(2) The offering of courses for the subjects prescribed for a specific semester is based on the recommended curriculum of the program. Courses intended to be launched in the fall semester must be announced by March, and courses to be offered in the spring semester must be announced by the last working day of October.

(3) The University ensures that during their studies, students can choose subjects with a credit value of at least 20% higher than the total required credits for the specific program. The Vice Dean for Education is responsible for ensuring the appropriate range of choices.

(4) The Dean decides on course offerings not intended for students participating in the specific program.

(5) The courses for subjects must be announced each semester in numbers corresponding to the expected demand, and adjustments must be made until the end of the registration period to match the actual needs.

(6) The head of the educational unit responsible for the subject is in charge of course offerings, and the subject coordinator designates the course instructor.

(7) For courses, seminars, or practicals with fewer than ten applicants, the educational unit requires the dean's permission to offer them as freely chosen subjects. In expiring programs, mandatory subjects must also be offered with fewer than ten applicants.

Section 18

(1) In terms of the sequence and scheduling of subjects, students can deviate from the recommended curriculum based on their prior studies (individual study plan). Each semester, a student can develop an individual study plan, allowing them to select from the offered study obligations for each study period.

(2) During the registration period, students choose their subjects from the announced ones and finalize their individual study plan.

(3) The student has the right – considering the curriculum regulations – to choose subjects, select instructors – based on instructional capacity – and choose between concurrently offered class sessions.

(4) A student can only enroll in one subject during a given time slot, meaning they cannot enroll in courses with overlapping schedules.

(5) If an instructor denies the signature (pass) to a student for a subject, the student can fulfill the subject by enrolling in it again. If a student obtains the signature but does not pass the exam, they can also take the subject as an exam course.

(6) If a student fails to earn credits for a subject in a given semester – due to an unresolved fail grade or a "did not pass" grade, "did not take the exam," or "did not attend" notation – they can fulfill the subject by enrolling in it again in a later semester.

(7) A student can enroll in the same subject a maximum of three times during their studies. Enrolling in a subject for the third and any subsequent time incurs a tuition fee, the determination of which is regulated by the Student Tuition and Benefits Policy. Enrolling in

a subject for the third and subsequent times is possible only after the documented fulfillment of the payment obligation.

(8) In the state-funded basic aviation education program, on the Military Pilot specialization, a military officer candidate cannot enroll in the subjects designed to develop and enhance practical aviation skills in case of failing the subject. This rule applies if the candidate has been deemed unsuitable for conducting practical flights due to any of the following reasons, as determined by a committee designated by the military organization responsible for flight training:

- a) Insufficient mental performance;
- b) Personality traits incompatible with safety-critical activities;
- c) Sustained presence of physical symptoms induced by flight activity that render training impossible;
- d) Inability to develop adequate manual skills.

(9) The conditions for the presence and determination of reasons as specified in points a) to d) of paragraph (8) are defined by the recommended curriculum of the specialization.

Participation in Classroom Sessions

Section 19

(1) Students are required to attend classroom sessions according to the subject programs specified in the recommended curriculum of their education program.

(2) During the first classroom session, the instructor is obligated to ensure that the participants of the course are eligible to attend that specific course. The instructor must monitor student attendance in all sessions of the course and record absences in the Neptun system. For courses with a large number of students (over 40), the head of the academic unit may permit deviations from attendance checks, except when the recommended curriculum mandates attendance requirements for the subject.

(3) Without prior permission, the recording of video, images, or audio during classroom sessions is prohibited under disciplinary responsibility. This provision does not apply when recordings are made as prescribed in the subject program.

(4) If a student's health condition – certified by a specialist – persistently prevents them from meeting the requirements of physical education subjects, the head of the Physical Education and Combat Sports Department at the Faculty of Law Enforcement, the head of the Military Physical Education and Sports Center at the Faculty of Military Sciences and Officer Training, or their equivalents at other faculties, may exempt the student once during the entire education program from meeting the semester's physical education criteria. If a student receives full exemption for the semester, the Neptun system will record "exempted," and no grade will be awarded. For recipients of law enforcement scholarships or military officer candidates, in case of a second request for exemption, the head of the Physical Education and Combat Sports Department or the Military Physical

Education and Sports Center must initiate the repetition of physical fitness examinations with the dean's approval.

(5) Students who are not law enforcement scholarship recipients or military officer candidates may be exempted from completing physical education subjects – with the permission of the academic unit's head responsible for physical education – if they:

- a) Have mobility impairments, or
- b) Possess medical exemption certificates.

(6) Exemption can be granted for the entire duration of the education program in the case of point (a) of paragraph (5), and for one semester (per semester) in the case of point (b) of paragraph (5). Students can request exemption by submitting an addressed application to the head of the Physical Education and Combat Sports Department at the Faculty of Law Enforcement or the head of the Military Physical Education and Sports Center at the Faculty of Military Sciences and Officer Training. The respective department head will make the decision on the application. If a student receives full exemption for the semester, the Neptun system will record "exempted," and no grade will be awarded.

(7) In the education programs of non-officer candidates, law enforcement scholarship recipients, or dual-status students, the dean, considering the nature of the education, may regulate the conditions for fulfilling mandatory physical education requirements outside the scope of scheduled classes defined in the curriculum.

(8) For the purposes of attendance in classroom sessions, the following will be considered excused absences:

- Birth, accident, and hospitalization as confirmed by a medical certificate.
- Sickness is confirmed by a general practitioner's certificate, except for certificates aiming to achieve full exemption from physical education subjects.
- Documents confirming absence from classroom sessions must be forwarded to the relevant academic unit responsible for the subject.

Section 19/A

Special Provisions for Certain Types of Classes and Examinations

(1) E-seminars, online seminars, online practice sessions, and online lectures specified in Section 13(5) must be conducted according to the information and communication technology (ICT) protocol defined by the University.

(2) In consultation with the dean and program coordinator and considering the course schedule, the dean's decision, approved by the rector, may allow lectures to be conducted as online lectures, seminars, or practice sessions based on the curriculum of the relevant course, with the conditions specified in this section. This decision must be made in the semester preceding the semester in question – by March 1 for the fall semester and by October 1 for the spring semester.

(3) When making the decision referred to in paragraph (2), the following aspects must be considered:

- a) The ratio between in-person and remote classes.
 - b) For a given course, with the exception stated in point (c), up to half of the total in-person lectures, seminars, or practice sessions can be replaced with online lectures, online seminars, or online practice sessions, calculated by type of class.
 - c) For a given course, the entire in-person lecture can be replaced with an online lecture in cases where the lecture affects multiple programs, specializations, or majors and combining classes is not feasible.
- (4) Students must be notified of the decision via the Neptun system.
- (5) Students have the freedom to choose their physical location for attending online lectures, e-seminars, online seminars, and online practice sessions. Instructors also have the freedom to choose the physical location for conducting these online classes.
- (6) Instructors for online lectures, e-seminars, online seminars, and online practice sessions are obligated to:
- a) Acquire information technology skills for teaching online and adhere to the schedule.
 - b) Utilize the ICT tools provided by the University effectively.
 - c) Use the online communication tools and network provided by the University for free.
- (7) Students attending online lectures, e-seminars, online seminars, and online practice sessions are required to:
- a) Acquire online learning skills and participate in online sessions according to the schedule.
 - b) Use the online communication tools provided by the University for free.
 - c) Provide their own ICT equipment if the University-provided equipment is not accessible.
 - d) Ensure appropriate and reliable internet bandwidth if not using the University's provided communication network.

Section 19/B - Special Provisions for Online Examinations

(1) Online written examinations and online oral examinations (hereinafter collectively referred to as "online examinations") specified in Sections 35(13a)-(13b) can be conducted upon the initiative of the program coordinator and with the dean's decision made at least 30 days before the start of the examination period. Online examinations can only be conducted uniformly for a specific course in a given semester. The announcement specified in Section 36(3) regarding the application of online examinations is part of the information about applying online examinations.

(1a) Students and instructors are free to choose their physical location for participating in online examinations.

(2) Instructors conducting online examinations are obligated to:

- a) Acquire the necessary information technology skills for conducting online examinations.
- b) Make effective use of the ICT tools provided by the University.
- c) Use the online communication tools and network provided by the University for free.

(3) Students participating in online examinations are obligated to:

- a) Acquire the necessary online technical skills.
- b) Use the online communication tools provided by the University for free.
- c) Provide their own ICT equipment if the University-provided equipment is not accessible.
- d) Ensure appropriate and reliable internet bandwidth if not using the University's provided communication network.

(4) The provisions of paragraphs (1)-(3) must also be applied accordingly to take-home written examinations.

Section 19/C

Distance Learning for Specialized Continuing Education Programs

In the case of specialized continuing education programs, upon the joint submission of the higher-level supervisor of the program and the program coordinator, the specialized continuing education program may be offered and organized through a closed electronic distance learning system, including knowledge assessment. The submission must present professional justifications indicating that distance learning would provide attractive and advantageous learning conditions for the applicants, considering the objectives and target audience of the program. The rector will make the decision regarding the submission by August 1 for the fall semester and by January 5 for the spring semester.

Section 19/D

Special Circumstances for Alternative Teaching and Examination Methods

(1) In deviation from the provisions of Section 19/B, the following reasonable exceptional cases can also apply the online seminar, online practice, online lecture as defined in Section 13(5), and the online oral examination, online written examination, and take-home written examination defined in Sections 35(13a)-(13b), if permitted by regulations issued by the dean due to the nature of the program:

- a) Force majeure situations affecting the interests of the instructor, when substitution is not feasible;
 - b) Force majeure situations affecting the entire group of students;
 - c) Solely for knowledge assessment, a student's overseas stay as defined in dean's regulations, excluding participation in the ERASMUS+ or Stipendium Hungaricum programs or prolonged illness preventing the student from attending;
 - d) Inclusion of external professional experts or instructors for individual class sessions;
 - e) Force majeure situations affecting foreign students' interests.
- (2) Technical implementation of teaching and examination methods used according to paragraph (1) must follow the provisions in Sections 19/A-19/B.
- (3) Students affected by teaching and examination methods defined in paragraph (1) must be informed in due time through the Neptun system, while the respective organizational units and instructors must also be informed.
- (4) Detailed rules for the application of teaching and examination methods defined in paragraph (1) must be determined by the dean through regulations issued according to paragraph (1).
- (5) The provisions of this section must also be applied accordingly to specialized continuing education programs not falling under the scope of Section 19/C, administered by the Institute of Public Administration Training. The director of the Institute will issue the regulations defined in paragraph (1).

Section 20

Special Study Arrangements

- (1) Special study arrangements can be granted in the following cases, with the exception of cases defined in h), j), and m), after earning 16 credits in the bachelor's program:
- a) The student has outstanding proven theoretical or practical performance in a certain field of study;
 - b) The student conducts recognized scientific work on a national or international level;
 - c) The student is an exceptional athlete on a national or international level in a sport recommended by the national federation of the respective sport;
 - d) The student participates in foreign subprograms, including receiving a foreign scholarship;
 - e) For students in professional service employment and those participating in the University's non-exclusive professional service employment programs during their deployment periods;

- f) The student participates in a scholarship program related to their studies' goals;
- g) By permission, the student completes their practical training in a time period differing from the recommended curriculum;
- h) In cases of childbirth, accidents, severe illnesses, or other unforeseen reasons beyond the student's control, as well as due to child-rearing responsibilities until the child reaches the age of three;
- i) The student is a member of the national or local parliament, a high-ranking government official, the leader of the National Conference of Student Governments, the Hungarian National Union of Students, or a student council leader at the faculty level;
- j) For students with disabilities based on a recommendation from the University's Equal Opportunity Committee;
- k) For students in parallel programs who wish to pursue studies in another program at the University or another higher education institution that is closely related to their field of study and
 - ka) Finished the previous semester with a weighted GPA of at least 3.50 or
 - kb) Engaging in part-time education as a dual-status student, supported by the enrolling institution, and finished the previous semester with a weighted GPA of at least 3.50;
- l) For students in the state aviation fundamental training program if required by the recommended curriculum for practical training;
- m) Within the framework of cooperation established between the University and employers covered by the Act CXXV of 2018 on Government Administration, Act CXCIX of 2011 on Public Servants, and Act CLXXXIX of 2011 on Local Governments of Hungary – unless the dean decides otherwise regarding the cooperation agreement or related matters – for students employed part-time, up to 20 hours per week, under a daytime schedule, in the bachelor's program, after four semesters of bachelor's or integrated programs and after two semesters of master's programs, as well as for students who completed their bachelor's at the University or its predecessor institutions starting from the first semester of their master's program.

(1a) In the case specified in point k) of subsection (1), the Committee for Higher Education and Research may seek the opinion of the Head of the Academic Program.

(2) At the Faculty of Law Enforcement, during the intensive phase of basic training, higher-year students participating as trainers shall be granted special study arrangements for the duration of the training without the need to submit an application. The list of trainers shall be published through a dean's measure. The Committee for Higher Education and Research shall decide on the approval of the special study arrangements prior to obtaining the opinions of the relevant academic units. The time outside the regular term during which student trainers participate shall be counted towards their summer professional training.

(2a) Students shall be granted special study arrangements without the need to submit an application in the following cases:

- a) While participating in the Ludovika Collegium student talent development program established by the University (hereinafter referred to as the Ludovika Collegium program);
- b) While participating in the sports scholarship program established by the University;
- c) While pursuing studies abroad under the ERASMUS+ or Stipendium Hungaricum Program.

(2b) In the cases specified in subsection (2a), the names and Neptun codes of the affected students shall be submitted by the respective organizational units (the Ludovika Collegium program administration unit for point a), the sports scholarship administration unit for point b), and the International Office for point c)) to the Student Affairs Office by the deadline specified in point 14 of Annex 3. The Committee for Higher Education and Research shall decide on the approval of the special study arrangements prior to obtaining the opinions of the relevant academic units. If the conditions specified in subsection (2a) are no longer met for an affected student, the respective organizational unit shall promptly inform the Student Affairs Office. In this case, the Committee for Higher Education and Research shall act as specified in subsection (9).

(3) The application for special study arrangements shall specify the planned schedule of the student's studies and the requested benefits and include documents credibly justifying the reason referred to in the application as well as the conditions determined by the relevant academic unit for completing the respective course.

(4) The relevant academic unit shall establish the conditions for completing the respective course specified in the application in alignment with the form and extent of the requested benefits, as well as in accordance with the requirements prescribed in the course's curriculum for obtaining signatures and credits, and proportionate to them. If the conditions for completing the respective course are incompletely stated in the application by the head of the relevant academic unit, the Committee for Higher Education and Research shall request supplementation.

(5) The decision concerning special study arrangements must specify in which academic semester, for what benefits, and for what duration the approval is granted. It must be explicitly stated that matters not regulated in the decision are subject to the general rules of studies. The approval can cover multiple academic semesters or the entire duration of the program; otherwise, it can be renewed for each academic semester through a new application process. The conditions for fulfilling the study obligations must be outlined in the approval.

(6) In the application for special study arrangements, a student may request:

- a) Complete or partial exemption from mandatory theoretical and practical classes;
- b) Modification of the submission deadline for assigned tasks;
- c) To take exams
 - ca) outside the exam period but no later than the beginning of the following term, or until July 15 in the case of the spring semester – for students participating in foreign

study programs, until the end of the next registration period – (these exams must be considered as exams taken during the official exam period);

d) To end the academic period earlier.

(6a) With reference to special study arrangements, a student is entitled to have their knowledge assessed through an online written exam or a take-home written exam, or an online oral exam instead of an in-person exam during the exam period, while studying abroad as part of the ERASMUS+ or Stipendium Hungaricum program. The student must inform the relevant academic unit in writing about this request before the start of the exam period.

(7) In the case specified in point g) of subsection (1), the application for special study arrangements must be submitted simultaneously with the application for completing the professional practice in a different period by the deadline prescribed for this application.

(8) Special study arrangements do not exempt the student from fulfilling study obligations; the student is not exempted from the study (theoretical and practical) obligations prescribed in the recommended curriculum for the requested period.

(9) The approval can be modified or revoked upon request if justified. If circumstances underlying the granted benefits have changed in a way that no longer justifies the continuation of the benefits, the approval can be modified or revoked by the authority.

Chapter VI

Student Status, Enrollment

Article 39 (3) of the National Higher Education Act (Nftv): *The student status is established through enrollment based on the decision on admission or transfer. In the case of fee-paying education, as defined in Article 15 (2)-(6), a student education contract must be concluded.*

Nftv. 42. § *The student who has been admitted to or transferred to the higher education institution is entitled to establish a student status through enrollment following the finalization of the decision on admission or transfer and is obligated to fulfill the obligations specified in Article 43 (2) of the Nftv.*

Nftv. Vhr. 50. § (1) *The content of the student education contract includes:*

a) *The designation of the education program,*

b) *The applicable amount of the tuition fee, which cannot be modified during the duration of the student status.*

The student education contract, in accordance with the provisions of point b) of subsection (4) of Article 38, is attached to the enrollment form. If the contract is concluded due to a transfer, it must be attached to the student record.

NKE tv. 21. § *A student status can only be established with individuals who have a clean criminal record.*

NKE tv. 21/A. § *The forms of cost coverage for participating in the university education include:*

a) Scholarships granted by the public service,

b) Students not obligated to pay tuition, who are in a professional, military, or customs and tax administration service relationship falling under the scope of the Act on the Legal Status of Soldiers or a contractual service relationship, or in a financial guard status,

c) Tuition-paying students, or

d) Recipients of scholarships as defined in Section 2(f) of Act XLV of 1996 on the Legal Status of the Leaders, Educators, and Students of Military and Law Enforcement Institutions (NKE tv.).

(2) The regulations concerning students receiving scholarships for public service are applicable to scholarship recipients as defined in subsection (1)(a) of Article 21/A, with the deviations stipulated in this law.

(3) Part-time public service scholarship students are not entitled to student benefits.

(4) The university concludes a contract with public service scholarship students.

NKE tv. 22. §. *Student status cannot be established for the following individuals in the basic and master's military training programs, as well as in law enforcement training:*

a) Those who have a clean criminal record but have been convicted of a criminal offense by a legally binding verdict of a court decision,

aa) For intentional criminal offences, for a period of twelve years from the establishment of release, if a sentence of at least five years of imprisonment was imposed and executed or would have been executed,

ab) For intentional criminal offenses, for a period of ten years from the establishment of release, if the imposed sentence of imprisonment was less than five years and would have been executed,

ac) For intentional criminal offenses, for a period of eight years from the establishment of release, if the sentence of imprisonment was suspended or partially suspended and would have been executed,

ad) For intentional criminal offenses, for a period of five years from the establishment of release, if a sentence of community service or a fine was imposed,

ae) For negligent criminal offenses, for a period of eight years from the establishment of release, if a sentence of imprisonment was imposed and executed,

af) For negligent criminal offenses, for a period of five years from the establishment of release, if the sentence of imprisonment was suspended,

ag) For negligent criminal offenses, for a period of three years from the establishment of release, if a sentence of community service or a fine was imposed, and

b) Those against whom the court has ordered compulsory psychiatric treatment for a period of three years from the date of finality of the decision terminating compulsory psychiatric treatment,

c) Those against whom the court has ordered probation, for a period of three years from the expiration of the probation period, or if the probation period is extended, from the expiration of the extended probation period,

d) Those subject to criminal proceedings, excluding private prosecution or subsidiary private prosecution proceedings.

The 2015 Act XLII on the Service Relationship of the Professional Personnel of Law Enforcement Agencies (hereinafter referred to as the Hszt.) Section 285

Those who have been admitted to the basic law enforcement training in the daytime education by the national commander or the national director general of the law enforcement agency shall be appointed to the probationary officer candidate position. The law enforcement agency shall manage its personnel records and handle matters related to its probationary officer candidate status. The authority exercising the employer's rights shall be the national commander or the national director general of the law enforcement agency that establishes the probationary officer candidate status.

The 2012 Act CCV on the Legal Status of Soldiers (hereinafter referred to as the Hjt.) Section 226

Individuals admitted to the basic military training program shall establish a contractual service relationship, according to this chapter, with the Hungarian Defence Forces for the duration of their training. After completing the training, their contract shall be extended by an additional ten years, subject to the general rules of contractual service status.

The 2020 Act CXXX on the Legal Status of Personnel of the National Tax and Customs Administration (hereinafter referred to as NAV Szj. tv.) Section 241

Those who have been admitted to the basic law enforcement training in the daytime education by the President of the National Tax and Customs Administration (NAV) shall be appointed to the probationary officer candidate position in the NAV's service. The NAV shall manage the personnel records of probationary officers and handle matters related to their probationary officer candidate status. The authority exercising the employer's rights shall be the President of the NAV.

Article 21.

Based on the admission decision, the applicant can establish a student status in the semester for which the admission was granted during the admission procedure.

Article 22.

The financial obligations imposed on the student in connection with their studies

The student is subject to payment obligations related to their studies as determined by the relevant regulations and the Student Tuition and Benefits Regulation. In case of failure to meet these payment obligations, the student is required to pay the tuition fee specified in the Student Tuition and Benefits Regulation.

Reclassification

Nftv. 47. § (Higher Education Act) (1) An individual can pursue studies in higher education for a total of twelve semesters in state-funded (partial) scholarship programs for higher vocational education, bachelor's, and master's degree programs (hereinafter referred to as "support period"). The support period can be extended up to fourteen semesters if the student is enrolled in an undivided program and the duration of the program exceeds ten semesters.

... (2) The support period for a doctoral program participant is a maximum of eight semesters.

(3) For programs mentioned in paragraph (1), the support period allowed for obtaining a degree can be extended by a maximum of two semesters – with the application of paragraph (4), up to six semesters – beyond the regular duration of studies. Previously used support periods for the same program must be counted within the duration of the program. If the student cannot obtain the degree within the defined extended support period, they can continue their studies in a self-financed program in the same field, even if they have not exhausted the support period defined in paragraph (1).

(4) The support period defined in paragraph (1) for students with disabilities can be extended by a maximum of four semesters by the higher education institution. This benefit can be used for obtaining multiple degrees (diplomas) while the total support time used for this purpose cannot exceed four semesters.

(5) The support period used by the student includes every semester for which the student is enrolled.

(6) When calculating the support period, the following do not need to be considered:

a) Incomplete semesters due to illness, childbirth, or other reasons not attributable to the student that prevent the successful completion of the semester.

b) Semesters completed under the support period if the higher education institution ceased to exist without enabling the student to complete their studies, provided that the student could not continue their studies in another higher education institution.

c) The semester not recognized by the higher education institution in the continued studies if it was not recognized from the semesters completed at the ceased institution.

d) The semester attended by a student in the status defined in Section 21/A (1) a), b), and d) of the Act on the Ludovika University of Public Service and on Public Administration, Law Enforcement and Military Higher Education (hereinafter referred to as the "Act on the National University of Public Service").

e) The semester attended by the student in the teaching master's program accepted according to paragraph (4a) of Section 39, as well as

f) The semesters attended in a non-teaching undivided or master's program, or in the teaching master's program after completing a non-teaching undivided or master's program, as well as in the 4-semester teaching master's program.

(7) Holding a degree and professional qualification from higher education does not preclude participation in state-funded (partial) scholarship programs. However, in a given training cycle, if a student continues their studies in state-funded (partial) scholarship programs, the number of semesters corresponding to the number of concurrently pursued state-funded (partial) scholarship programs must be deducted from the support period.

(8) Once the student has exhausted the support period defined in this Article, they can only continue their studies in a self-financed form within higher education.

Nftv. 48. § (1) *The student must be classified into either the state-funded (partial) scholarship or the self-financed form of education.*

(2) The higher education institution is obligated to reclassify, according to the regulations determined by the Government in a decree, the student participating in state-funded (partial) scholarship education to self-financed education on a yearly basis, who, in the last two semesters in which their student status was not suspended or they did not participate in foreign studies as defined in sections (3) and (4) of § 81, has not acquired or achieved at least the credits or grade point average defined by the higher education institution's organizational and operational regulations at least 15 days prior to the academic year, and also, those who revoke their declaration according to section (2) of § 48/D.

(2a) The provisions of subsection (2) do not have to be applied to doctoral education.

(3) If the student's student status is terminated before completing their studies in state-funded (partial) scholarship education, or if the student continues their studies in the self-financed form for any reason, another student studying in the same program in the self-financed form may take their place – based on such a request. The reclassification will be determined based on the academic performance of self-financed students requesting reclassification from state-funded (partial) scholarship education.

(4) A student admitted to state-funded education can be reclassified to state-funded (partial) scholarship education according to the provisions of subsection (3).

NKE Act 21/A. § (1) *The forms of cost coverage for participating in the University's programs are as follows:*

a) Public service scholarship student,

b) Student not obligated to pay tuition fees, who is in a professional, military or contractual relationship falling under the scope of the Act CXCV of 2011 on the status of military personnel and Act CCV of 2012 on the status of Hungarian soldiers, or in a financial and customs authority service relationship (hereinafter referred to together as professional or contractual relationship), or in a trainee officer relationship,

c) Self-financed student,

d) Student granted scholarship according to Section 2(f) of Act XLV of 1996 on the status of the leaders, instructors and students of military and law enforcement institutions (hereinafter referred to as law enforcement scholarship student).

(2) The regulations on public service scholarship students must be applied to them according to the provisions of the National Higher Education Act with the deviations specified in this Act.

(3) *Public service scholarship students studying in correspondence schedules are not entitled to student benefits.*

(4) *The University enters into a contract with public service scholarship students.*

(5) *Regarding public service scholarship students, only the provisions of Section 47 of the National Higher Education Act on the calculation of the scholarship period shall apply, with the exception of paragraphs (6)(d) of Section 47 of the National Higher Education Act, and the provisions of paragraphs (2)-(3), and paragraphs (4)-(6), and paragraph (8) shall apply, with the condition that only the scholarship period spent on the University's programs with public service scholarship shall be taken into account. The provisions of Section 47 of the National Higher Education Act shall not apply to students specified in points (b)-(d) of subsection (1) of Section 21/A of this Act, except for paragraph (6)(d) of Section 47 of the National Higher Education Act.*

(6) *Only the provisions of Sections 48(2)-(3) of the National Higher Education Act shall apply to students participating in self-financed education and public service scholarship students.*

NKE Act 53. § *The provisions of subsections (5) and (6) of Section 21/A, established by Act LXX of 2017 amending certain laws concerning the regulation of education and certain related laws (hereinafter referred to as Amending Act 2), must be applied to those students who have begun their studies in a non-self-financed form in or after the academic year 2012/2013, excluding law enforcement scholarship students and students in a trainee, professional, or contractual relationship. The reclassification will take place according to the provisions of Act CXXXIX of 2005 on higher education for students who have started their studies in a non-tuition fee-bearing form before the academic year 2012/2013.*

NKE Act 53/A. § (1) *The provisions of subsection (2) of Section 21/A established by Amending Act 2 of this Act must be applied to those students among those who established a student status with the University or its predecessor before the academic year 2013/2014, who established a student status in the academic year 2012/2013, who are not, and were not law enforcement scholarship students, and who are not, or were not in a trainee officer or professional or contractual relationship during their student status.*

(2) *The definition related to the form of cost coverage specified in subsection (1)(d) of Section 21/A established by Amending Act 2 must be applied to those individuals who were admitted to the military and law enforcement higher education institutions' programs for leaders, instructors, and students falling under the scope of point (f) of Section 2 of Act XLV of 1996 on the status of the leaders, instructors, and students of military and law enforcement institutions, in the academic year 2012/2013, or thereafter, but before the effective date of Amending Act 2.*

NKE Act 54. § *The provisions of subsection (1)(b) and (3) of Section 21/A, as amended by Act CXXXII of 2015, concerning the National University of Public Service, Act CXXXII of 2011 on administrative, law enforcement, and military higher education institutions, and Act CCIV of 2011 on national higher education, must be applied to those individuals who were admitted to full-time law enforcement basic education programs on or after July 1, 2016.*

Nftv. Vhr. 61. § ... (2) *In order to determine the number of students that can be reclassified during the next academic period, the higher education institution must*

determine, based on the academic performance of the students for the given academic year and program,

a) how many state-funded (partial) scholarship students and how many state-supported students had their student status terminated before obtaining their degree certificate,

b) how many state-funded (partial) scholarship students and how many state-supported students are reclassified to self-financed or tuition fee-bearing education,

c) how many students have already utilized the scholarship period available according to Section 47(3) of the National Higher Education Act during the closed semester.

(3) The students who have studied in the given higher education institution for at most one study period and those who could not complete their semester due to the reasons defined in Section 47(6) of the National Higher Education Act should not be taken into account when making the reclassification decision for the given academic year.

(4) Self-financed students can request reclassification only to state-funded scholarship education, and tuition fee-bearing students can request reclassification only to state-supported education.

(5)

(6) Upon enrolling for the first semester following the reclassification to state-funded scholarship education, the student must submit a declaration according to the content specified in point 10 of Annex 9 on a unique form. The declaration must be attached to the student's personal record.

(7) If an admitted applicant or a student requesting reclassification does not accept the conditions of state-funded (partial) scholarship education, the higher education institution must offer the possibility to participate in the self-financed form of education for the same program.

(8) The reclassification decision, according to Section 48(2) of the National Higher Education Act, must be made by July 31 each year. If the completion of credits for the given semester occurs after July 31 due to Section 56(1), and if the higher education institution has available state-funded scholarship positions, then the reclassification decision must be reviewed and, if necessary, modified, taking this into consideration.

(9) Students who have not obtained the credits specified in Section 48(2) of the National Higher Education Act or have not reached the weighted average grade point as determined for each field of study must be reclassified. The earned credits for a student are the credits obtained by the student in the respective program and academic year, and the credits recognized according to point 9 of subsection (3) of Section 41 for the same academic year.

(10) The higher education institution must inform the Office by July 15 about the number of decisions made regarding reclassification to self-financed education, categorized by fields of study.

Section 23.

The detailed rules for reclassification from state-funded scholarship education to self-financed education for students in the program supported by state-funded scholarships and from self-financed education to state-funded scholarship education for students in self-financed education are specified in the Student Tuition and Benefits Regulations.

Transfer

Nftv. 42§ (1) A student

... b) can request a transfer to the same or another program within the same field of study of the higher education institution.

(2) The higher education institution may admit individuals who are not in a student status for the purpose of partial knowledge acquisition, as students without a separate admission procedure, to any course or module within the institution's program of study. The institution is required to issue a micro-certificate that includes the course description (syllabus) from its study system. The completed course or module can be recognized for credit transfer into higher-level studies according to the rules of credit transfer.

(3) The conditions for fulfilling the requests defined in subsections (1) and (2) are determined by the receiving higher education institution.

(4) A person who has been admitted or transferred to the higher education institution is entitled to establish a student status through enrollment after the decision on admission or transfer becomes final and is obligated to fulfill the obligations specified in subsection (2) of Section 43.

(5) During the existence of the student status, there is no need for further enrollment. Students must register for the respective academic period according to the institution's regulations before the start of the study period. A student who has not fulfilled their expired payment obligations cannot register.

(6) Transfer based on the point defined in subsection (1)(b) can only take place between programs resulting in the same degree level, provided that the student has obtained at least 30 credits in their previous institution, in case of undergraduate and undivided master's programs.

(7) Contrary to subsection (6), students in undergraduate programs can be transferred to higher education vocational training.

Nftv. 47. § to obtain the diploma (absolutorium), the student must fulfill the credit requirements set out in the study and examination regulations, or at least one-third of the credit value of the program at the institution, including recognition of credits obtained from previous studies or prior knowledge.

Nftv. Vhr. 52. § transfer according to Section 42(1)(b) of the National Higher Education Act, as well as changing fields of study, specialization, study location, language of instruction, and study schedule, can only take place for the fall semester until September 15, and for the spring semester until February 15 following the end of the previous semester.

(2) If a new student status is created, the transfer, according to Section 42(1)(b) of the *Nftv*, is established through enrollment following the receiving higher education institution's decision on transfer. If a new student status is not created, the transfer, according to Section 42(1)(b) of the National Higher Education Act is established through registration for the program after the receiving higher education institution's decision on transfer. In case of transfer, the receiving higher education institution sends the decision on transfer and the date of enrollment or registration following transfer to the former institution and the student. The receiving higher education institution reports the date of transfer and the name of the former institution to the FIR; the former institution indicates the transfer as the reason for the termination of the program in the FIR.

(3) During the transfer procedure, the student must have continuous student status until enrollment or registration following the transfer; otherwise, the higher education institution revokes the decision on transfer according to Section 57(6) of the National Higher Education Act.

(4) *Transfer can only be requested between programs of the same degree level, with exceptions:*

a) as specified in Section 8 of Government Decree 283/2012 (X. 4.) on the System of Teacher Training, the Order of Specialization, and the List of Teacher Programs,

b) from an undivided program to an undergraduate program,

c) from an undergraduate or undivided program to a higher education vocational training program.

Section 24

(1) The University may accept students from other higher education institutions if the applicant has been admitted to higher education based on requirements equivalent to the admission requirements of the requested program or specialization, and upon admission, they have reached the admission point threshold valid for the program or specialization in the year of admission. Additionally, the applicant must meet the suitability and other requirements stipulated in the legislation and in this Regulation against the other applicants.

(2) In the event of the realization of the conditions described in paragraph (1), a student may be accepted if they meet the following additional conditions:

a) has completed at least one closed active semester;

b) the conditions for termination of the student status are not met;

c) can fulfill the curriculum requirements of the program, including obtaining the necessary supplementary credits, within the duration of the studies;

d) in the case of requesting transfer to the supported education for law enforcement organizations, the relevant law enforcement agency's approval is obtained;

e) the transfer is feasible for the requested program or specialization year's enrolment capacity;

f) complies with the requirement set forth in Section 9(2).

(3) In the case of military basic and master programs, transferring enrollment quotas assigned to a given year and program to another program requires the approval of the Ministry of Defense.

(4) In the application for transfer, the student must attach:

- a) a certified copy of the academic records issued by the previous higher education institution, showing the completed studies, transcript, and electronic student record containing relevant data;
- b) a certificate, not older than 30 days, of the existing student status (student status certificate);
- c) documents necessary for the recognition procedure.

(5) The decision on transfer must include information about:

- a) the study semester when the transfer takes place;
- b) the program and specialization;
- c) the type of schedule;
- d) the year of study;
- e) the form of cost coverage;

which the student can start or continue their studies.

(6) The transfer decision must define the obligation to obtain supplementary credits.

(7) If the student requests transfer to a different form of cost coverage than before, based on a public service scholarship agreement concluded by the University, the reclassification rules established in the Student Tuition and Allowance Regulation shall apply, taking into account the academic results achieved at the previous higher education institution.

(8) The recognition application, if a preliminary recognition procedure has not been conducted prior to the submission of the transfer application, must be submitted to the Student Tuition and Allowance Board (STAB; in Hungarian: HTVSZÜB) together with the transfer application. Until the decision of the HTVSZÜB, the HTVSZÜB suspends the transfer process without separate notice.

Enrollment and Registration

Nftv. 39. § (3) *The student status is established through enrollment based on the decision of admission or transfer...*

Nftv. 42. § (4) *Those who are admitted or transferred to the higher education institution are entitled to establish a student status through enrollment after the decision on admission or transfer becomes final and are obliged to fulfill the obligations defined in § 43 (2).*

(5) During the existence of the student status, there is no need for further enrollment. The student must register for the respective study period according to the institutional

regulations, before the commencement of the study period. A student who has not fulfilled their expired payment obligations cannot enroll.

NKE Act 23. § (1) The fact that the exclusion reasons defined in §§ 21 and 22 do not apply,

a) when enrolling in the University by the person wishing to establish a student status,

b) during the existence of the student status, upon written summons by the University, within fifteen working days from the summons, or if due to reasons beyond the control of the student within this deadline, upon the cessation of such reasons, the student must promptly

verify with an official certificate.

NKE Act 27. § (1) The student is obliged to make an oath before enrollment and demonstrate conduct worthy of their oath during the duration of the student status.

...(4) The text of the oath is included in the University's study and examination regulations.

Nftv. Vhr. 38. § (1) Enrollment can be initiated by completing and signing the enrollment form.

(2) The enrollment form can be:

a) a paper-based document produced from the data recorded in the institution's student record system,

b) an electronic document produced from the data recorded in the institution's student record system or

c) a paper-based standardised form.

(3) The enrollment form includes:

a) the name of the higher education institution, its identification number,

b) the designation of the current academic year and semester,

c) the student's data specified in Annex I/B Point 1 b) Subpoint ba) of Nftv, student identification number,

d) the designation of the program pursued, its level, schedule, language, financing form, and location of study,

e) the type of student status,

f) the student's tax identification number, social security identification number,

g) In the case of an applicant classified for education supported by the Hungarian state (partial) scholarship, the applicant's declaration, according to Annex 9, stating that they have familiarised themselves with and undertake the conditions stipulated for education supported by the Hungarian state (partial) scholarship in the Higher Education Act,

- h) The student's declaration of having familiarised themselves with the institutional information,*
- i) Additional data as defined in the institutional regulations concerning student rights and obligations,*
- j) The date of completion and authentication of the enrollment form, the signature of the student or their representative, and*
- k) Authentication as per Section 34 (4).*

(4) Attachments to the enrollment form:

- a) Copies of the document(s) submitted as a condition of admission during the admission procedure, authenticated by the higher education institution after comparison with the original document,*
- b) An original copy of the education contract concluded between the higher education institution and the self-supporting student, signed by all parties,*
- c) Other declarations requested by the higher education institution, and*
- d) In the case of a student enrolled through a representative, the representative's authorization document.*

(5) If there are no impediments to establishing the legal relationship based on the data in the enrollment form, the higher education institution authenticates the enrollment form within the time frame specified in the institution's regulations, which cannot exceed five working days. Enrollment is realized by authenticating the enrollment form.

(6) The enrollment form is an attachment to the student record.

(7) The document referred to in point g) of paragraph (3), and the documents referred to in points b) and c) of paragraph (4) may also be created at a later date relative to the enrollment date. In this case, they must be attached to the enrollment form.

Higher Education Act (Nftv) Section 51. *Except for the provisions of Section 45 (2) of the Nftv, the student – based on the provisions set out in the institutional regulations – may withdraw their registration pursuant to Section 42 (5) of the Nftv within one month following the commencement of the semester, but no later than October 14th or March 14th, and may also request the suspension of their studies until the same deadlines after enrollment. If, after enrollment or registration, the student does not request the suspension of their studies or terminate their legal relationship until these deadlines, the respective semester shall be considered an active semester, and the obligations arising from the acceptance of the conditions of education supported by the Hungarian state (partial) scholarship or from the provisions of the education contract shall create obligations to fulfill their academic responsibilities regardless. If the student suspends their studies or does not register, and this does not result in the termination of the student status, the respective semester must be recorded as an inactive semester.*

Section 25

(1) The period for enrollment and registration is the registration period.

(2) An accepted applicant or a status-transferred applicant from another higher education institution must enroll for the first semester to establish the student status, and in subsequent semesters, as well as if the transfer does not entail the creation of a new student status, the student is obligated to register (enroll) for the continuation of their studies, declare their semester status (active or passive), and, if applicable, the semester status upon transfer. If an enrolled student negligently fails to fulfill their registration obligation, their student status must be suspended, and an inactive semester must be registered for them. The student may withdraw their registration – with regard to Section 8 (2) point n) – within one month following the commencement of the academic period but before the mandatory institutional statistical reporting (by March 14th in the spring semester and October 14th in the fall semester). If an enrolled student registered for an active semester does not request the suspension of their studies or terminate their legal relationship by this deadline, then the respective semester shall be considered an active semester, even if the student does not participate in classes and does not meet any academic (exam) requirements. If the student's student status in the military officer basic and master's program is suspended with the permission of the Chief of the General Staff, permission is also required for the withdrawal of the registration.

(3) Conditions for enrollment:

- a) Confirmation of the provisions in Sections 21 and 22 of the NKE Act with a valid official certificate of good conduct not older than 3 months, or in the case of a person without Hungarian citizenship, with a document issued by the competent authority of the state of citizenship;
- b) Fulfillment of admission requirements;
- c) Execution of the contract prescribed by law, or appointment as required by law;
- d) Taking the student oath.

(4) The following are attachments to the enrollment form in accordance with paragraph (3):

- a) The document specified in point a) of paragraph (3);
- b) An original copy of the contract concluded by the University, as specified in point c) of paragraph (3), or, in other cases, the original copy of the contract or appointment, or an attestation regarding the conclusion of the contract issued by the contracting authority or an attestation regarding the appointment issued by the appointing authority, as well as
- c) The text of the oath as specified in point d) of paragraph (3), unless its acceptance takes place through the Neptun system.

(5) The text of the student oath is contained in Appendix 1 of this Regulation. The student confirms the oath either by signing the enrollment form or through the Neptun system.

(6) Through enrollment and registration, the student declares that they are aware of and comply with the University's applicable regulations.

(7) Enrollment involves completing the enrollment form, presenting and submitting documents as defined by law and this Regulation, concluding contracts, registering through the Neptun system, and, if the oath is taken through the Neptun system, accepting the declaration related to taking the oath. Enrollment is authenticated by the end of the registration period, or concurrently with enrollment in the case of enrollment permitted beyond the registration period. Activation of the first academic semester requires enrolling in at least one subject. Registration, carried out through the Neptun system, involves registering for at least one subject.

Informing Students

Nftv. 11. §. (1) *The higher education institution:*

c) Facilitates the integration and progress of students, particularly those with disabilities, during their tertiary studies, provides assistance in career planning, supports early career orientation and skill development programs in the secondary education system, and ensures the provision of student talent,

Nftv. Vhr. 53. § (1) *The higher education institution must prepare the institutional information material in Hungarian and at least one foreign (preferably English) language. The institutional information material must present general information about the higher education institution and – separated by training periods – information about each training program.*

(2) *The general information section of the institutional information material must be compiled in such a way that the following aspects are known to students before the start of the academic period:*

- a) Name, address, and identification number of the higher education institution;*
- b) General characteristics of the higher education institution, specific conditions of education supported by the Hungarian state (partial) scholarship;*
- c) Student requirement system, or its electronic accessibility;*
- d) Academic year and scheduling of training periods, with defining dates important for students;*
- e) Procedures for managing student academic affairs, dates for half-semester admissions;*
- f) Procedures for registering for final exams, components of final exams;*
- g) Name and contact details of the coordinator for institutional mobility and students with disabilities, a brief overview of their activities;*
- h) Procedure for student remedies;*
- i) Access to academic counseling, career counseling;*

j) Enrollment and registration procedures;

k) Special information for foreign students (especially regarding residence permits, entry requirements for the higher education institution, cost of living, healthcare, insurance);

l) Fees and tuition charged by the higher education institution, general conditions of contracts for programs;

m) Accommodation options in dormitories or student hostels;

n) Library and computer services;

o) Sporting opportunities, possibilities for leisure activities.

(3) The section of the institutional information material containing information about training programs must be compiled in a way that students can familiarize themselves with it before the end of the academic period preceding the semester in which they are registering for subjects according to the recommended curriculum:

a) The recommended curriculum for students establishing student status in the given training period, including the implementation of subject-based and curriculum-based requirements defined in the education and outcome requirements in the breakdown of the education and outcome requirements in the relevant training period, prerequisites, credits assigned to subjects and curriculum units, criterion requirements, methods of student performance assessment, conditions for being allowed to take final exams,

b) For each subject:

ba) Name of the subject, number of class hours, credits, code, semester number according to the recommended curriculum, frequency of offering,

bb) Language of instruction, if not in Hungarian,

bc) Prerequisites,

bd) Categorization of the subject as mandatory, mandatory elective, or freely elective,

be) Timetable for the subject,

bf) Responsible person and lecturer for the subject,

bg) Objective of mastering the professional content of the subject,

bh) Description of the subject enabling decision-making according to Section 49 (5) of the Nftv, including a description of the knowledge to be acquired, application skills to be acquired, and competencies to be developed as described in the Act,

bi) In-semester academic requirements,

bj) Methods of evaluating acquired knowledge, skills, and competencies, their scheduling,

bk) Available study materials for acquiring knowledge, skills, and competencies, and

b) Recommended literature.

(4) The institutional information material must be made publicly available on the higher education institution's website, in paper format, or on an electronic data carrier according to the provisions specified in the higher education institution's regulations, in a manner that enables all modifications and the effective date of changes to be clearly traceable for students throughout the duration of their legal relationship.

(7) Students can also be informed in electronic form. Instructors upload each content element of the subject's curriculum into the Moodle system or send it through the Neptun system by the end of the registration period.

(8) During the academic semester, instructors are obliged to respond to student inquiries sent to their university email address via electronic mail within 3 business days, except in cases of objective hindrance. If a student does not receive a response to their inquiry, they can forward it to the head of the relevant educational organisational unit.

Section 26

(1) The organization of student information is the responsibility of the Vice Rector for Educational Affairs and the Vice Deans for Education at the faculties.

(2) At the time of enrollment, the Study Department provides students with the Study Information, which is prepared in Hungarian for programs in the Hungarian language and in the language of the program for programs in foreign languages. The Study Information contains the necessary data for planning their studies. It also informs students about access to relevant regulations and provides them with guidance on how to use the Neptun system's student module.

(3) The general part of the Study Information, which pertains to the University as a whole, is prepared by the Educational and Student Office, while other parts are compiled by the faculties, and they ensure that the Study Information is made available.

(4) In the section of the Study Information that contains information about programs, the following information must be made available to students in the respective program period:

- a) Attainable academic degree and professional qualification
- b) Instructors of subjects
- c) Examination period schedule
- d) Requirements for obtaining the degree (absolutorium)
- e) Content and formatting requirements for the thesis
- f) Method of determining the final exam results
- g) Components and calculation method of the diploma classification.

(5) The Study Department ensures that all necessary information about the organization of the respective semester is accessible to instructors and students by the beginning of the

semester. The Study Information must be made available to students in an electronic format.

(6) Instructors are obligated to draw students' attention to the Study Information and its electronic availability during the first class of each subject. They must also orally inform students about each content element of the subject's curriculum.

(7) Student information can also be provided electronically. Instructors upload all content elements of the subject's curriculum to the Moodle system or send them via the Neptun system by the end of the registration period.

(8) During the academic semester, instructors must respond to student inquiries sent to their university email address within 3 business days, except in cases of objective impediment. If a student does not receive a response to their inquiry, they may forward it to the head of the relevant educational organizational unit.

Study Counseling

Nftv. 11. §: The institution

c) supports students' integration and progression during higher education studies, provides assistance in career planning after completion of studies, offers early career orientation and skills development programs, supports the secondary education system, and ensures the supply of student recruits.

Section 27

(1) Study counseling is facilitated by:

- a) The Student Affairs Offices during study affairs;
- b) University instructors;
- c) Student self-governments.

(2) The reception schedule for study counseling must be clearly displayed at the reception location and published on the website.

Parallel Education

NKE tv. 31. §:

Students participating in the basic and master's military officer training and professional or contractual students participating in doctoral training can pursue foreign studies with the permission of the Chief of the Defense Staff. For students participating in the basic and master's military officer training, obtaining guest student status or additional (parallel) student status, as well as pursuing further qualifications or professional skills, requires

prior approval from the leader of the personnel department of the Hungarian Defense Forces.

(2) Students in the field of law enforcement participating in basic, master's, and doctoral training, who hold positions in the tax and customs authority, and who are in service, can pursue foreign studies or partial studies with the prior approval of the national commander of the relevant law enforcement agency or the leader of the National Tax and Customs Administration. Guest student status or additional (parallel) student status can be established with the prior approval of the national commander of the relevant law enforcement agency or the leader of the National Tax and Customs Administration.

(3) The denial of the authorization in paragraphs (1) and (2) must be justified.

Section 28

(1) A student participating in parallel education can study at multiple higher education institutions or pursue studies in multiple programs within the University. Upon successful completion, they will receive separate diplomas for each.

(2) For individuals not covered by the scope of Section 31(1)-(2) of the National Defense University Act, such as those with scholarships from law enforcement or other armed services, officer candidates, or dual-status students, the establishment of additional (parallel) student status can only occur with the prior permission of the contracting or appointing authority as stipulated in their respective contract or appointment. The form of granting prior permission shall be determined by the contracting or appointing authority.

Guest Student Status

Nftv. 42. §:

a) A student may establish guest student status with another higher education institution for the purpose of pursuing partial studies related to their studies.

Nftv. 49. § *A student may enroll in subjects related to their studies, including elective subjects, in another higher education institution with which they have a student relationship as a guest student.*

Nftv. 81. § *If a student participating in a Hungarian state-funded (partial) scholarship program participates in a partial program in an EEA state where their studies can be recognised by their home institution, the student may receive a scholarship for the duration of their foreign studies, as specified in Section 81(4), from the higher education institution with which they have a student relationship. The student is eligible for this scholarship in cases where they have started their foreign studies with the consent of their higher education institution.*

NKE tv. 31. § (1) *A student participating in the basic and master's military officer training and professional or contractual students participating in doctoral training can pursue foreign studies with the permission of the Chief of the Defense Staff. For students participating in the basic and master's military officer training, obtaining guest student*

status or additional (parallel) student status, as well as pursuing further qualifications or professional skills, requires prior approval from the leader of the personnel department of the Hungarian Defense Forces.

(2) Students in the field of law enforcement participating in basic, master's, and doctoral training, who hold positions in the tax and customs authority, and who are in service, can pursue foreign studies or partial studies with the prior approval of the national commander of the relevant law enforcement agency or the leader of the National Tax and Customs Administration. Guest student status or additional (parallel) student status can be established with the prior approval of the national commander of the relevant law enforcement agency or the leader of the National Tax and Customs Administration.

(3) The denial of the authorization stated in paragraphs (1) and (2) must be justified.

Section 29.

(1) The University shall not reimburse the costs of partial studies pursued by the student at other higher education institutions, except for inter-institutional agreements.

(2) In the case of students who are not subject to the provisions of Sections (1) and (2) of NKE tv. 31, and who are in a scholarship-based relationship with law enforcement or other armed bodies, or are officer trainees or hold dual statuses, the establishment of foreign studies, partial studies, or guest student status shall be allowed only upon prior authorisation of the contracting or appointing authority, as stipulated in the respective contract or appointment. The form of granting such prior authorization shall be determined by the contracting or appointing authority.

(3) The validation of courses completed by the student should be submitted to the Study Department by February 15 for fall semester partial studies – by February 28 for those involved in foreign partial studies – and by March 31 for the spring semester partial studies. In the case that the student fails to meet these deadlines – irrespective of whether this is due to the student's fault or not – the results of courses completed within the framework of guest student status shall be accounted for in the following semester: for fall semester partial studies, in the subsequent spring semester, and for spring semester partial studies, in the subsequent fall semester.

(4) Students of other domestic higher education institutions can establish guest student status at the University with the permission of the dean. The Study Department issues a certificate about the establishment of guest student status and the courses taken within this status. If the guest student has been issued a paper-based, individually numbered course record book upon enrollment at their home institution, the Study Department shall validate the establishment of the guest student status, the taken courses, and the acquired credits by filling out the section titled "Requirements Completed at Other Institutions." This does not apply to guest student status established within the framework of inter-university or inter-state agreements.

(4a) For students admitted to the Ludovika Collegium program from other domestic higher education institutions, guest student status must be established for the duration of their participation in the program. The dean shall issue a decree based on the documentation

provided by the organisational unit responsible for operating the Ludovika Collegium program.

(5) In the case that a student from another domestic higher education institution establishes guest student status at the University, the guest student authorisation must include the self-funding amount calculated according to the Student Tuition and Benefits Regulations.

(6) A student from a foreign higher education institution can establish guest student status at the University with the permission of the dean. If the establishment of guest student status is based on interstate or institutional bilateral agreements, as well as in the case of international programs in which the University or one of its organizational units is also involved, the dean does not need to seek the opinions of the Student Tuition and Benefits Regulations Committee (HTVSZÜB) and the responsible program coordinator. In other cases, the dean informs the International Office about the establishment of guest student status.

(7) Opportunities for university-organized partial studies will be publicly announced. Applications for the programs are submitted through an application process. The scope of applicants and specific conditions are outlined in the respective call for applications. The university organizational unit announcing the call for applications ensures the selection process and the publication of the results. The successful applicants enter into a partial study agreement with the University, which outlines the obligations of the parties and the financial terms.

(8) In the cases defined in Sections (3)-(4) of Nftv. 81, the authorization of guest student status is decided by the Student Tuition and Benefits Regulations Committee (HTVSZÜB).

Training for Acquiring Partial Knowledge

Nftv. 42. § (2) *A higher education institution may enroll individuals who are not in a student status with the institution, for the purpose of obtaining partial knowledge, as self-funding students in the framework of student status, in any course or module of the institution, without requiring a separate admission procedure. The institution is obliged to issue a micro-certificate from its study system, containing the subject description (syllabus), about the study performance. The completed course or module can be counted towards higher education studies according to the rules of credit transfer.*

(3) *The receiving higher education institution determines the conditions for fulfilling the requests defined in Paragraphs (1)-(2).*

Section 30.

(1) Due to the student status established for the purpose of partial knowledge training, the student is not entitled to request transfer, establish guest student status, or suspend their student status.

(2) The dean decides on the announcement of partial knowledge training, possible admission conditions, as well as the authorization of continuing the training and simultaneously establishing the student status.

(3) Persons with higher education degrees who do not have student status with the University or another higher education institution participate in the Ludovika Collegium program in the form of partial knowledge training. The dean issues a decree about the establishment of student status based on the certification provided by the organizational unit responsible for the operation of the Ludovika Collegium program.

Change of Field of Study, Specialization, Language of Instruction, and Schedule

Nftv. 42. § (1) *The student*

... b) *may request transfer to a program within the same or another higher education institution belonging to the same field of study.*

... (3) *The receiving higher education institution defines the conditions for fulfilling the requests specified in subsections (1) and (2).*

... (6) *Regarding transfer as defined in point (b) of subsection (1) - with the exception of those defined in the Government decree - it can only take place between programs resulting in the same level of qualification, in the case of bachelor's and integrated master's programs, provided that the student has obtained at least 30 credits from their previous institution.*

(7) *Contrary to subsection (6), a student enrolled in a bachelor's program may transfer to a higher education vocational training.*

Nftv. 49. § 49 (7) *... in order to obtain the degree certificate (absolutorium), even in the case of recognition of previous studies, and previously acquired knowledge as credit points, the student must fulfill the credits specified in the study and examination regulations, but at least one-third of the credits of the program at the institution.*

(7a) *The provision in subsection (7) relating to the acquisition of at least one-third of the program's credits at the institution does not apply to:*

a) *doctoral programs,*

b) *joint programs financed by the European Union, the Visegrad Fund, and the Central European Higher Education Exchange Program, in which the University or one of its organizational units participates,*

c) *students transferred to a program in the same field of study based on an agreement as defined in subsection (1) of Section 23, and*

d) *students previously enrolled in the same program,*

e) *refugee, protected, sheltered students.*

Nftv. Vhr. 52. § (1) *Regarding transfer as defined in point (b) of subsection (1) of Section 42 of the Higher Education Act, as well as changing fields of study, specialization, training site, language of instruction, and schedule, the transfer can take place until September 15*

for the fall semester and February 15 for the spring semester, from the end of the previous academic term.

(2) If a new student status arises, transfer as defined in point (b) of subsection (1) of Section 42 of the Higher Education Act occurs through enrollment after the receiving higher education institution's decision on transfer. If a new student status does not arise, transfer as defined in point (b) of subsection (1) of Section 42 of the Higher Education Act occurs through registration for the program after the receiving higher education institution's decision on transfer. In the case of transfer, the receiving higher education institution sends its decision on transfer and the date of enrollment or registration following the decision to the releasing higher education institution and the student. The receiving higher education institution reports the date of transfer and the name of the releasing institution to the Higher Education Information System (FIR), and the releasing institution marks transfer as the reason for the termination of the program in the FIR.

(3) During the transfer procedure, the student must have continuous student status until enrollment or registration following the transfer decision; otherwise, the receiving higher education institution revokes its decision on transfer in accordance with subsection (6) of Section 57 of the Higher Education Act.

(4) Transfer can only be requested between programs of the same level of qualification, with the exception of:

a) Programs for teacher education, specialization, and the list of teaching fields as defined in Section 8 of Government Decree 283/2012 (X. 4.),

b) transfer from an integrated program to a bachelor's program,

c) transfer from a bachelor's or integrated program to a higher education vocational training program.

Section 31

(1) Within the University, a student may be granted permission for change of field of study, specialization, language of instruction, and schedule once during the course of study, subject to the following conditions:

a) the student has completed at least one closed active semester;

b) the conditions for termination of student status do not apply;

c) the applicant gained admission to higher education based on requirements equivalent to those of the requested field of study, specialization, language of instruction, and schedule, meeting the admission score threshold of the requested program valid for the year of admission, and also satisfies the suitability and other requirements stipulated by laws and regulations, as well as by this Regulation, for applicants;

d) the prescribed upper limit of student intake for the program, specialization, language of instruction, and schedule allows for it;

e) the student can fulfill the curriculum requirements of the field of study, specialization, language of instruction, and schedule, including the necessary additional credits, during the course of study;

f) the student meets the requirement that at least one-third of the credits required for the degree certificate are completed in the respective field of study;

g) change of field of study or specialization for law enforcement and military bachelor's programs may only be permitted starting from the beginning of the next academic year and the first semester of the program, except if the requested specialization in the given program starts from the second semester of the same academic year;

h) changing between supported financing and non-law enforcement fields of study or specializations is possible only if recommended by the responsible parties for the releasing and receiving field of study or specialization and approved by the human resources executives of both the releasing and receiving entities.

i) Within the scope of law enforcement and military education, in the case of scholarship recipients, officer candidates, or students with dual status who maintain a scholarship relationship with a relevant institution and in the event that their respective contract or appointment stipulates so, change of field of study, specialization, language of instruction, and schedule is only permissible with the prior permission of the contracting or appointing authority.

(2) In contrast to the provision of point a) of paragraph (1), the receiving dean may grant permission for change of field of study, specialization, language of instruction, or schedule before the commencement of studies if the applicant otherwise meets the additional condition specified in paragraph (1).

(3) Deviating from the conditions stipulated in point c) of paragraph (1), in the case of change of field of study, specialization, language of instruction, or schedule, it is not necessary to examine the presence of requirements matching the admission criteria of the requested program, if a student participating in law enforcement or military education is unable to fulfill the suitability requirements stipulated by law for reasons beyond their sphere of interest, thus preventing them from continuing their studies in the respective program. Due to this circumstance, following the particulars indicated in the relevant application, they intend to transfer to a non-law enforcement or military program within the University.

(3a) In contrast to the conditions stipulated in point c) of paragraph (1), in the case of change of field of study, specialization, language of instruction, or schedule, it is not necessary to examine the presence of requirements matching the admission criteria of the requested program if a student cannot continue their studies for reasons specified in paragraph (8) of section 19 and intends to transfer to another program within the University following the particulars indicated in the relevant application.

(4) The application must be accompanied by:

a) the dean's permission specified in paragraph (2),

b) the endorsing statement of the receiving field of study or specialization coordinator, and

c) the additional permissions stipulated in paragraph (1).

(5) If a student, in the course of the procedure, requests a change to a cost-sharing form different from their previous one, and wishes to switch to a program conducted based on a public service scholarship agreement by the University, the reclassification rules stipulated in the Student Fees and Benefits Regulations shall apply, with the requirement that the application must be submitted by the deadline determined for submitting reclassification requests.

(6) Change of field of study, specialization, language of instruction, and schedule comes into effect upon registering for the program after the relevant decision has been made. During the procedure, the student must maintain continuous student status until registering following the decision.

Suspension of Student Status

Nftv. 45. § (1) *If a student declares that they do not intend to fulfill their student obligations in the upcoming academic period or if the student does not enroll for the following academic period, their student status is suspended. The continuous duration of the student status suspension shall not exceed two semesters. A student may exercise the option to suspend their student status multiple times as determined by the academic and examination regulations.*

(2) *At the student's request, the higher education institution may grant permission for the suspension of student status:*

a) *for a continuous period longer than specified in paragraph (1),*

b) *in the absence of a permissive provision in the institutional regulations, even before the completion of the first semester, or*

c) *until the end of the ongoing academic period, for the relevant academic period,*

provided that the student is unable to fulfill their obligations arising from the student status due to childbirth, accident, illness, or other unforeseen reasons beyond their control.

(2a) *If the higher education institution permits the suspension of student status according to point c) of paragraph (2), the enrollment for the relevant academic period must be considered as withdrawn, with the provision that the legal consequences of enrollment for the already initiated but suspended academic period cannot be determined.*

(3) *The student status is suspended if a student is prohibited from continuing their studies as a disciplinary penalty.*

(4) *The student status is suspended during the period of voluntary reserve military service, during which the student is exempted from the obligations specified in the higher education institution's academic and examination regulations.*

Nftv. 47. § (6) *When calculating the support period, the following need not be considered:*

a) *the semester that has been initiated but not completed due to illness, childbirth, or other reasons beyond the student's control.*

Nftv. Vhr. 51. § *Except for the provisions of paragraph (2) of section 45 of the National Higher Education Act (Nftv), a student – based on the provisions of the institutional regulations of the higher education institution – may withdraw their enrollment as specified in section 42(5) of the Nftv within one month following the commencement of the semester but no later than October 14 or March 14, and may request the suspension of their studies until the same dates after enrollment. If a student fails to request the suspension of their studies or does not terminate their student status until these dates following enrollment or enrollment withdrawal, the relevant semester is considered as an active semester, and the student is obligated to fulfill the conditions of the Hungarian state (partial) scholarship-supported program or the obligations stipulated in the education agreement, regardless of fulfilling academic obligations. If a student suspends their studies or does not enroll, which does not result in the termination of student status, the relevant semester must be registered as a passive semester.*

NKE tv. 25. § *The student status of a student participating in the military officer basic and master's programs may be suspended under special legal conditions and during the period of participation ordered for the prevention of disasters. A different suspension of student status may be granted by the head of the personnel authority of the Hungarian Defense Forces.*

Section 32.

(1) A student may exercise the option to suspend their student status multiple times, with the number of passive semesters initiated – including retrospectively suspended semesters – not exceeding the double of the determined duration of studies specified in the curriculum and outcome requirements until the acquisition of the final certificate, but not exceeding six semesters.

(2) The suspension of student status is granted by the Student Status Suspension and Re-Enrollment Committee (HTVSZÜB):

- a) for a continuous period longer than two semesters, or
- b) even before the completion of the first semester,

provided that the student is unable to fulfill their obligations arising from the student status due to childbirth, accident, illness, or other unforeseen reasons beyond their control.

(3) If a student is unable to fulfill their obligations arising from the student status due to childbirth, accident, illness, or other unforeseen reasons beyond their control, the HTVSZÜB may permit the retrospective suspension of the initiated academic semester based on the application submitted by the last day of the examination period and the documents certifying the reasons. The legal consequences of enrollment for the suspended academic period cannot be determined, particularly:

- a) a student participating in a state scholarship program need not consider this semester when calculating the support period;
- b) the student shall not be considered during the classification decision for the given academic year;

c) the student's student status shall not be terminated based on the results of the given semester for academic reasons (Section 33(3));

d) a subject taken but not completed in the given semester shall not count towards the maximum number of subject enrollments specified in this Regulation;

e) obtained grades and evaluations from the given semester shall be annulled.

(4) For those not covered by NKE tv. 25. §, such as those with scholarship relations with law enforcement or other armed services, probationary officers participating in law enforcement education, or those with dual legal statuses, the suspension of student status may only be conducted with the prior permission of the contracting or appointing authority, provided that their contracts or appointments specify such provisions. The form of prior permission shall be determined by the contracting or appointing authority.

Termination of Student Status

Nftv. 59. § (1) *The student status shall be terminated:*

a) *if the student is transferred to another higher education institution, on the day of transfer,*

b) *if the student declares the termination of their student status on the day of declaration,*

c) *if the student cannot continue their studies with a Hungarian state (partial) scholarship and does not wish to continue in self-funded education,*

d) *on the last day of the semester in which the student obtained the final certificate (absolutorium),*

e) *in the case of higher vocational training if the student becomes unfit for continuing their studies due to health reasons, and there is no other appropriate higher vocational training available at the higher education institution, or the student does not wish to continue, or the necessary conditions for further study are not met, on the day of finality of the decision regarding the termination,*

f) *if the rector terminates the student's status – due to outstanding fees – following the student's unsuccessful notice and examination of their social situation, on the day of the finality of the decision regarding the termination,*

g) *on the day of finality of the disciplinary decision of expulsion,*

h) *if the conditions stipulated in this law for the establishment of student status are no longer met, on the day of finality of the decision regarding the termination,*

i) *if a student participating in a Hungarian state (partial) scholarship program withdraws their declaration according to Section 48/D(2) and does not commit to participating in self-funded education,*

j) *if a doctoral candidate does not pass the comprehensive examination, on the day of non-compliance or failure,*

k) ...

l) at the end of the eighth semester of the doctoral program, to which the student has registered.

(2) ...

(3) The higher education institution may unilaterally terminate the student status of a student who:

a) does not fulfill their obligations related to academic progress as specified in the study and examination regulations or curriculum,

b) does not enroll for the next academic semester for the third consecutive time,

c) does not begin their studies after the suspension of student status,

provided that the student was previously informed in writing to fulfill their obligations by the specified deadline and was informed about the consequences of non-compliance.

(5) If within the framework of student status a student is studying multiple programs at the same institution, the provisions of this section shall be applied with the exception that instead of terminating student status, studies in the respective program cannot be continued.

NKE tv. 21. § *Student status can only be established for individuals with no criminal record.*

NKE tv. 22. § *In the case of the basic and master's military training and law enforcement training, a student status cannot be established for individuals who:*

a) have a clean criminal record but have had their criminal liability for a criminal offense established by a legally binding judgment,

aa) for an intentional criminal offense, for a term of at least five years of enforceable imprisonment, for a period of twelve years from the date of exemption,

ab) for an intentional criminal offense, for a term of less than five years of enforceable imprisonment, for a period of ten years from the date of exemption,

ac) for an intentional criminal offense, for a term of suspended or partially suspended imprisonment, for a period of eight years from the date of exemption,

ad) for an intentional criminal offense, for community service or a fine, for a period of five years from the date of exemption,

ae) for a negligent criminal offense, for a term of enforceable imprisonment, for a period of eight years from the date of exemption,

af) for a negligent criminal offense, for a term of suspended imprisonment, for a period of five years from the date of exemption,

ag) for a negligent criminal offense, for community service or a fine, for a period of three years from the date of exemption, and

b) against whom the court has imposed mandatory psychiatric treatment, for a period of three years from the date of legal effect of the decision terminating the treatment,

c) against whom the court has imposed probation, for the duration of the probation period, and in case of its extension, for a period of three years from the expiration of the extended probation period,

d) who is under criminal proceedings – excluding private or accessory prosecution –.

NKE tv. 23. § The fact that the exclusionary reasons specified in Sections 21 and 22 do not apply:

a) for the person who intends to establish student status upon enrollment at the University,

b) during the existence of the student status, at the University's written request, within fifteen working days from the date of the request, or if due to reasons beyond the control of the student within the above-mentioned deadline, immediately after the cessation of the reason,

must be proved with an official certificate.

(2) During the existence of the student status, the University may, in writing and by explaining the consequences of negligence, request the student to provide proof that the exclusionary reasons specified in Sections 21 and 22 do not apply. If the student provides proof that the exclusionary reasons specified in Sections 21 and 22 do not apply, the University shall reimburse the administrative service fee paid for the procedure for obtaining the official certificate for the purpose of proof.

NKE tv. 32. § The student status shall be terminated if the University determines, based on the content of the official certificate obtained for the purpose of proof, that the exclusionary reasons specified in Sections 21 and 22 apply to the student or if the student does not fulfill their obligation specified in Section 23 (2) within fifteen working days from the date of repeated proper notification and fails to prove that the neglect of the obligation is due to reasons beyond their control.

NKE tv. 33. §: The student status of a student participating in military officer basic and master training shall cease, in addition to the provisions of this Act and the Military Education Act, by the decision of the rector through dismissal, on the day the decision becomes legally effective.

(2) The student status, with the limitations set forth in paragraphs (4) and (5), may be terminated by dismissal if:

a) The education of the field or specialization attended by the student at the University has ceased,

b) Circumstances have arisen in the student's circumstances - excluding military officer candidates - that no longer meet the suitability requirements set at the time of admission,

c) The student has failed to fulfill their academic obligation beyond the extent allowed by the academic and examination regulations due to their own fault,

d) In the case of a student status established in connection with the military officer candidate status, the military officer candidate status has ceased, or

e) *In the case of a student status established based on professional employment, the professional employment has ceased,*

f) *In the case of a student status established in connection with the status of a financial or customs authority officer, the service relationship has ceased.*

(3) The University is obliged to provide justification for the dismissal. The reason for dismissal must be clearly stated in the justification, and if necessary, the University must prove that the reason for dismissal is genuine and reasonable.

(4) A student may only be dismissed based on the provisions of paragraph (2) points a) and b) if they cannot transfer to another field or specialization within the University, or if they did not accept the transfer. The student cannot refer to the above if the change in circumstances under paragraph (2) point b) is attributable to them.

(5) A student may only be dismissed based on the provisions of paragraph (2) point d) if they cannot transfer to another field or specialization within the University, or if they did not accept the transfer. The student cannot refer to this if their military officer candidate status was terminated because:

a) Due to their health, psychological, or physical condition, they became unfit for service, and this change in circumstances is attributable to them, or

b) They became unsuitable for service for reasons of national security.

The Act XLV of 1996 (hereinafter referred to as Hft.) Regarding the Legal Status of the Leaders, Instructors, and Students of Military and Law Enforcement Higher Education Institutions, Section 31 (1): *The scholarship-based student status shall cease:*

a)

b) by mutual agreement to terminate the scholarship contract,

c) by termination by the student of the scholarship contract, on the 8th day following the submission of the declaration,

d) on the 8th day following the receipt of the unilateral termination notice of the scholarship contract sent by the contracting entity to the scholarship-based student.

(2) The scholarship contract may be terminated at any time by mutual agreement between the student and the contracting entity at the initiative of either party. The mutual agreement must be recorded in writing, specifying the rights and obligations between the parties arising from the terminated scholarship contract.

(3) The contracting entity can unilaterally terminate the scholarship contract if:

a) Based on a decision of the National Assembly or the government, the contracting entity needs to carry out a reduction in its personnel or due to reorganization, the student cannot be placed in an entry-level position corresponding to their qualifications and training, and there is no possibility to redirect the student to another institution or to a different specialization within the institution, or the student did not accept redirection;

b) The student failed to fulfill any obligation undertaken in the contract for reasons attributable to them;

c)

(4) If the scholarship-based student status has been terminated under points b)–d) of paragraph (1), the student may continue their studies in the civilian-funded program in the field to which they were admitted, provided that a civilian program is offered in that field. In the absence of such a program, the student status must be terminated. The student may be transferred to another field only if the termination of their scholarship contract did not occur due to reasons within the student's sphere of interest.

(5) If the scholarship-based student status is terminated due to reasons within the student's sphere of interest, the student is obliged to reimburse the costs specified in the scholarship contract or the agreement referred to in paragraph (2). For the purposes of this law, health-related reasons are considered reasons within the contracting entity's sphere of interest.

Hft. Section 33: If the dual status student's employment relationship ceases, they may continue their studies at the institution as a civilian student in a state-supported program.

Higher Education Act (Hszt.) Section 285 (1): The person admitted to the basic law enforcement training in the full-time program shall be appointed into the law enforcement candidate officer corps of the law enforcement agency by the national commander or the national director general. The personal data record-keeping and the handling of matters related to the law enforcement candidate officer status shall be carried out by the law enforcement agency. The exercising authority of the employer is the national commander or national director general of the law enforcement agency establishing the law enforcement candidate officer status.

Hszt. Section 285 (4): The law enforcement candidate officer is obliged to fulfill the training requirement during the training period specified in the Training and Exit Requirements published in the regulation applicable to the given specialization. The period of suspension of student status is not included in the training period.

Hszt. Section 285/A (1): The law enforcement candidate officer status shall cease:

a) upon the death of the law enforcement candidate officer,

b) if the law enforcement candidate officer status was established based on an invalid legal declaration,

c) upon the legal force of exclusion as a penalty,

d) on the day of termination of student status,

e) upon appointment to a rank within the officer rank group.

(2) The law enforcement candidate officer's law enforcement candidate officer status must be terminated by exemption if:

a) They have become unsuitable for law enforcement candidate officer service due to national security reasons,

b) They do not meet the health, psychological, or physical suitability requirements prescribed by law during the training period.

(3) In the case of exemption, the notice period for termination is one month. Based on a written request from the law enforcement candidate, the parties can agree on a shorter notice period.

NAV Personnel Act Section 241 (1): The person admitted to the basic law enforcement training in the full-time program shall be appointed into the law enforcement candidate officer corps of the National Tax and Customs Administration (NAV) by the President of NAV. The personal data record-keeping and the handling of matters related to the law enforcement candidate officer status shall be carried out by NAV. The exercising authority of the employer is the President of NAV.

NAV Personnel Act Section 241 (4): The law enforcement candidate officer is obliged to fulfill the training requirement during the training period specified in the Training and Exit Requirements published in the regulation applicable to the given specialization. The period of suspension of student status is not included in the training period.

NAV Personnel Act Section 242 (1): The law enforcement candidate officer status shall cease:

a) upon the death of the law enforcement candidate officer,

b) upon the legal force of exclusion as a penalty,

c) on the day of termination of student status,

d) upon appointment to a rank within the officer rank group.

(2) The law enforcement candidate officer's law enforcement candidate officer status must be terminated by exemption if:

a) They have become unsuitable for law enforcement candidate officer service due to national security reasons,

b) They do not meet the health, psychological, or physical suitability requirements prescribed by law during the training period.

(3) In the case of exemption, the notice period for termination is one month. Based on a written request from the law enforcement candidate, the parties can agree on a shorter notice period.

NAV Personnel Act Section 242/A: [Continued Employment of the Law Enforcement Candidate Officer]

(1) A law enforcement candidate officer who holds the "Law Enforcement Candidate Officer" examination as defined in Section 241 (6) and

a) does not fulfill the obligations related to the progress in studies specified in the study and examination regulations or the curriculum, or

b) terminates their student status,

their law enforcement candidate officer status shall cease by operation of law, they shall lose the acquired rank by operation of law, and the President of NAV shall place them, concurrently with their appointment to a tax and customs service employment relationship at any body of NAV belonging to the II. classification group, in a financial guard position.

Higher Education Act Section 285/B (1): The law enforcement candidate officer who holds the "Law Enforcement Candidate Officer" examination as defined in Section 285 (6) and

a) does not fulfill the obligations related to the progress in studies specified in the study and examination regulations or the curriculum, or

b) terminates their student status,

their law enforcement candidate officer status shall cease by operation of law, they shall lose the acquired rank by operation of law, and the exercising authority of the employer shall place them, concurrently with their appointment to a service relationship at the law enforcement agency, in a position belonging to the deputy classification category.

Hjt. 228. § (1): *The military officer candidate who does not fulfill the obligations related to the progress in studies specified in the study and examination regulations or the curriculum, or who terminates their student status,*

a) before the successful completion of the second year in the rank of enlisted personnel, with the starting military rank of guards leader,

b) after the successful completion of the second year in the rank of non-commissioned officers, with the starting military rank of warrant officer,

shall fulfill their contractual military service according to paragraphs (1) and (2) of Section 226 following the aforementioned cases.

Section 33

(1) In the case determined in Section 32 of the NKE Act, the student status shall cease on the thirtieth day following the student's repeated regular call.

(2) The student status shall cease upon completion of the specialized knowledge training.

(3) The termination of student status based on academic reasons specified in Section 59 (3) of the Nftv, point a) and Section 33 (2) point c) of the NKE Act, as well as cases defined in Section 10 (6), Sections 11 (1)-(4), Section 15 (2), Section 18 (7), Section 32 (1), and Section 43 (2) of this Regulation.

(4) After exercising equity based on Section 6 of this Regulation or Section 41 of the Student Procedure Regulations, if a new reason for termination occurs, the student

a) does not fulfill the conditions specified in the equity decision as provided in it,

b) cannot fulfill the subject covered by Section 18 (7) for the fourth enrollment or another subject for the third enrollment.

Chapter VII

Assessment of Knowledge, Regulation of Examination Schedule

Nftv. Act Section 50 (4): *The final examination is the assessment and evaluation of the necessary knowledge, skills, and abilities required to obtain a diploma. During the final examination, the student must also demonstrate their ability to apply the learned knowledge. The final examination may consist of multiple parts as specified in the curriculum, including the defense of a thesis or diploma work, additional oral, written, and practical examination components.*

Nftv. Section 108, 48. Examination: *An assessment form combining evaluation, where the acquisition and mastery of knowledge, skills, and abilities are assessed, and can also be fulfilled by carrying out a project task.*

Nftv. Institutional Regulation Section 55 (2): *In credit-based education, within the institutional regulations of the higher education institution, the following must be regulated:*

6. *the method of obtaining the interim grade based on assignments completed during the study period, written in-class papers, and prepared reports, as well as obtaining a combined or solely examination grade based on the combined requirements during the semester and the knowledge demonstrated in the examination, the possibility of making up for unsuccessful interim performance.*

Nftv. Institutional Regulation Section 56 (2): *In the last semester, after the study period, both examination and final examination periods must be provided consecutively. The examinations should be organized in such a way that all concerned students can register and take the exams, and ensure that a student who fails an exam can retake it during the relevant study period.*

(5) *The determination of student performance assessment methods is part of the curriculum, which must be made public in the higher education institution before the start of the study period.*

(6) *The student's performance can be evaluated throughout the entire study period. The evaluation of the student's knowledge can be done using various assessment methods: diagnostic, supportive (formative), summative, and can be continuous or singular. Assessment methods and occasions can also be applied together. The closure of subjects or curriculum units can be done with an interim grade or examination grade. The interim grade is based on the continuous assessment of the subject's study requirements. The determination of the examination grade according to Section 55 (2), point 6, is based on an oral or written examination conducted during the examination period.*

(7) *The evaluation of student knowledge can be:*

a) *five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1),*

b) three-grade scale: excellent (5), pass (3), fail (1),

c) other evaluation systems introduced by the higher education institution and specified in the institution's regulations, ensuring comparability with other evaluation systems if applicable.

Examination Period, Final Examination Period

Section 34

(1) Upon the student's request, if the student is unable to take exams during the examination period due to obligations arising from the student status caused by childbirth, accident, illness, or other unforeseen reasons beyond their control, or due to foreign studies organized by the University, and therefore cannot participate in exams during the examination period, the Academic Committee may allow the student to take exams outside of the examination period, taking into account the opinion of the head of the relevant academic unit. Exams taken under these circumstances shall be considered as if taken during the examination period. In such cases, for the fall semester, exams can be scheduled until the end of the registration period for the spring semester, and for the spring semester, exams can be scheduled until July 15th, or until the end of the next registration period for students participating in foreign studies.

(1a) Referring to the favorable academic regime under the ERASMUS+ or Stipendium Hungaricum programs, students studying abroad under these programs are entitled to take exams outside the examination period until the end of the next registration period, without submitting the application specified in paragraph (1), as long as they are participating in the mobility program for the entire examination period and do not request remote examination, as specified in paragraph 20(6a). The student's request regarding this must be communicated in writing to the relevant academic unit before the start of the examination period.

(2) With the approval of the Academic Committee, preliminary examinations can be held during the last two weeks of the study period if the capacity of the respective academic unit allows it. A preliminary examination can only be allowed for a student who has fulfilled the conditions for admission to the examination in the respective subject. Exams taken under these circumstances shall be considered as if taken during the examination period.

(3) The faculty determines the final examination period within the examination period. Final exams can only be taken during the designated final examination period. Within the final examination period, there must be at least a 3-day interval between individual sections of the final exam, and this can only be deviated from with the student's consent.

Verification of Knowledge

Section 35

- (1) There shall be no differentiation in the assessment of a student's work based on the student's status, whether they are participating in a supported or self-financed program, or studying as an exchange student.
- (2) The forms of assessment to be used during the program are determined within the framework defined in this Regulation by the recommended curriculum.
- (3) Evaluation of the knowledge of the material may be conducted as follows:
 - a) During the semester, through written or oral testing during class hours, assessment of written (closed-book) exams, evaluation of assignments prepared as homework, or assessment of practical tasks as specified in paragraph (7);
 - b) Through exams during the examination period as specified in paragraph (9);
 - c) Based on both midterm requirements and the final exam.
- (4) Evaluation may consist of three or five grades.
 - a) Five-grade evaluation: excellent (5), good (4), satisfactory (3), pass (2), fail (1);
 - b) Three-grade evaluation: excellent (5), pass (3), fail (1).
- (5) The fulfillment of requirements prescribed for the semester is confirmed by the signature and is a prerequisite for applying for an exam in the respective subject. In the event of non-fulfillment of requirements, the lecturer is required to record "signature denied."
- (6) In the case of subject selection as determined in paragraph (4) of Section 13, the signature for the enrolled subject(s) shall be considered acquired even if the prerequisite could not be met by the student, subject to the fulfillment of other conditions specified in this Regulation and the subject's curriculum.
- (7) The forms of assessment to be conducted during the semester are:
 - a) Continuous assessment: Five-grade evaluation based on the average of closed-book exams or assignments, student activity, and other factors as specified in the subject's program;
 - b) Practical assessment: Applicable if the practical application of the theoretical material of the subject and application skills are necessary and feasible for the educational objective;
 - c) The recommended grade as determined in Section 41.
- (8) Only one type of midterm assessment form may be prescribed from among those specified in paragraph (7). The evaluation must be recorded at the latest at the time of granting the signature.
- (9) Exams may be prescribed in the following forms:

- a) Report: An exam intended to assess knowledge according to the subject's curriculum. Evaluation is conducted using a three-grade system. An evaluation of "not passed" must be given if the examinee cannot demonstrate knowledge and practical skills at the application level; an evaluation of "passed" must be given if the examinee demonstrates knowledge and practical skills at the application level; an evaluation of "excellent" must be given if the examinee can demonstrate knowledge and practical skills at the application level and in context;
- b) Colloquium: Examination of the material covered in a subject during a semester. It must be ensured that the student has acquired the material to a certain level and is capable of further learning based on it;
- c) Basic examination: Assessment form for a group of identical subjects offered in at least two semesters;
- d) Comprehensive examination: Depending on the recommended curriculum of the program, this is the final examination for the common knowledge or specialized knowledge of a specific major.
- e) A comprehensive examination assesses the combined knowledge of an integrated set of subjects that do not necessarily belong to the same subject area.
- f) The final exam may consist of multiple parts as defined in the recommended curriculum.

(10) The evaluation of exams specified in points b) to f) of paragraph (9) is done using a five-grade system. Exams specified in points c) to e) of paragraph (9) are not subject exams; therefore, they cannot be assigned credits and can be offered as exam courses. Their results do not contribute to the overall GPA. The affiliation of these types of exams is outlined in the recommended curriculum. For subjects encompassing the material of these exams, subject exams are fulfilled in the same semester, which are recognized with credits.

(11) For reports and colloquiums, generally, one instructor is responsible for the assessment.

(12) An oral examination ("szigorlat") or a comprehensive examination must be conducted before a committee of at least three members. In the case of an oral examination, if the capacity of the relevant educational unit is insufficient, as determined by the decision of the dean, it can be conducted before a committee of at least two members. The chairperson of the examination committee must be an instructor qualified to teach a subject included in the examination and holds at least the rank of university lecturer. A student can request a new committee to be appointed for a repeated oral examination or comprehensive examination. The provisions regarding the content of the examination protocol must be appropriately applied as for the content of the final exam protocol.

(13) Examinations can be written, practical, oral, or a combination thereof. The conditions for written examinations must be communicated to the students at the beginning of the semester. An oral examination and comprehensive examination cannot be conducted solely as a written examination. For oral examinations, a set of preparation questions must be made available to the student concurrently with the announcement of the examination dates.

(13a) Types of written examinations:

- a) In-person written examination;
- b) Online written examination;
- c) Take-home written examination.

(13b) Types of oral examinations:

- a) In-person oral examination;
- b) Online oral examination.

(14) In case the examination consists of a combination of written (practical) and oral components, the examining instructor decides whether a student can be allowed to take an oral examination after failing the written (practical) part. For an oral examination or comprehensive examination, an oral examination cannot be authorized after failing the written part. In such cases, an unsatisfactory grade must be given.

(15) During the assessment of knowledge and practical skills – under disciplinary responsibility – the use of any unauthorized aids or providing any unauthorized advantages is prohibited. In the context of this provision, an allowed advantage is the facilitation of using tools suitable for their disabilities or granting other benefits to students with disabilities during the assessment of their knowledge and practical skills, as prescribed by laws or university regulations, as well as granting specific concessions to students based on the provisions of this Regulation.

(16) If a student is required to prepare an individual, original work based on the subject-specific requirements, they may only use the works of foreign authors while respecting copyright laws and in accordance with relevant regulations and the provisions of this Regulation. Under disciplinary responsibility, the student is obliged to perform their task in line with the principle of originality, including faithful and accurate citations, precise and complete source referencing, while adhering to the requirements of originality. Except for the case of a thesis, the examination of originality is the responsibility of the instructor responsible for the course unit.

Conduct of Examinations

Nftv. Vhr. 58. § *The higher education institution shall, in the manner specified in the institutional regulations, make public at least three weeks before the end of the examination period:*

- a) the dates of individual examinations,*
- b) the names of those participating in the examination,*
- c) the time and manner of registration,*
- d) the date of publication of examination results, and*
- e) the opportunity for examination retakes.*

(2) *If a retake after an unsuccessful examination was not successful, at the student's request, a new retake shall be provided before a different instructor or examination committee.*

(3) *If a student is absent from an examination, their knowledge shall not be evaluated.*

Nftv. Vhr. 42. § (1) *The examination record shall include:*

a) the designation of the academic year's semester,

b) the name and code of the subject, curriculum unit,

c) the date of the examination,

d) the name of the examining instructor,

e) the examining instructor's education identification number and signature,

f) the name and education identification number of the student registered for the examination, and

g) the assessment of the examination and the date.

(2) *An examination record must also be issued for assessments obtained outside of the examination framework. The examining instructor records the assessment of the examination on the examination record and immediately validates it with their signature after the examination. The data on the examination record shall be recorded in the TR (Educational Information System) in the manner and time specified by the institutional regulations. If there is a discrepancy between the assessment recorded on the examination record and that recorded in the TR, the assessment on the examination record shall prevail. If there is a discrepancy between the assessment recorded on the examination record and that recorded on the performance sheet or the exercise book, the assessment recorded on the performance sheet or exercise book shall prevail.*

Nftv. Vhr. 56. § (1) *If professional practice, examination, or other educational activities (hereinafter collectively referred to as "student activities") are organized outside of the academic year, the higher education institution must clearly determine which semester immediately before or after it applies to the student activity. The internal scheduling of training periods aligned with the academic year and semester must be defined in the institutional regulations of the higher education institution.*

(2) *In the final semester, after the completion of the examination period, both an examination period and a final examination period must be provided consecutively. Examinations must be organized in a way that enables every affected student to register for and take the examination. Furthermore, it must be ensured that students can retake unsuccessful examinations during the respective training period.*

Section 36

(1) Examinations are public. The public nature may be limited or excluded, if justified (e.g. due to classified data contained in the subject being taught). The head of the organizational

unit responsible for the given subject, or in the case of an examination committee, the chairman of the examination committee shall make such decisions.

(2) The announcement of the time and manner of registration for examinations and the coordination of examination dates is the responsibility of the Deputy Dean for Education. The head of the relevant educational organizational unit designates examination dates, while the responsible instructors of the relevant educational organizational unit and the instructors of the given course unit organize the announced examinations. The examinations during the examination period should be scheduled at the campus where the students' education is conducted.

(3) The educational organizational unit is obligated to announce and record examination dates at least three weeks before the start of the examination period, specifying the examining instructor's name for each examination session, as well as to announce the registration period and method for examinations, the date of publication of examination results, and the possibility of examination retakes in the Neptun system. Examination dates must be predetermined for the entire examination period, considering retake exams.

(4) The announcement of examination dates, determination of the number of students allowed to take an examination on a given day, and the process of registering for examinations all occur through the Neptun system.

(5) During the announcement period, a designated examination date and examining instructor can be changed if justified, up to a maximum of 48 hours before the announcement of the examination.

(6) A retake examination course can be enrolled in by a student from the time of its announcement until the second working day prior to the examination.

Section 37

(1) The conduct of examinations is the responsibility of educational organizational units.

(2) Taking into account the number of examiners, for each subject, a number of examination days equivalent to 135% of the student enrollment, but at least three examination days, must be scheduled. The responsible instructor or examiner of the subject shall determine the examination dates, ensuring that examinations are distributed appropriately for students to take, and providing sufficient time and opportunity for retaking unsuccessful exams, particularly considering the scheduling of examination days within a week for subjects affecting the entire academic year.

(3) For an oral examination, an instructor may examine a maximum of 30 students on a single examination day.

(4) A student is allowed to take an examination (register for examination dates) only if they have no outstanding self-funded and other fees for the given semester, and if they have fully met the prerequisites and requirements of the subject during the semester.

(5) Examinations can only be taken if the requirements of the subject for the study period have been fulfilled and confirmed in the Neptun system. The end-of-semester signature for the subject shall be entered in the Neptun system by the head of the educational

organizational unit responsible for the subject, or by the instructor of the subject. The signature should be entered into the Neptun system preferably by the second day of the examination registration period, but no later than the end of the study period – or, in cases specified in Paragraph 43 (6), no later than the end of the first week of the examination period.

(6) The elected examination date can be changed up to 24 hours before the start of the examination.

Section 38

(1) Examination records and attendance sheets must be maintained during the examination.

(2) The examination record must be printed from the Neptun system and is a mandatory form. The instructor, as well as the head of the responsible educational organizational unit, is responsible for maintaining the examination record.

(3) The attendance sheet must be printed from the Neptun system and is a mandatory form. The attendance sheet includes the name of the educational organizational unit and the subject, the subject code, the examination date, the type of examination, the name of the examining instructor, the names, student IDs, and signatures of attending students. The examining instructor is responsible for maintaining the attendance sheet.

(4) The examining instructor should print the examination record and the attendance sheet from the Neptun system no later than 24 hours before the examination begins. The authorized instructor must ensure that only those students who have obtained the signature for the given subject can be listed on the examination records.

(5) The instructor can only examine students who are listed on the printed examination records and attendance sheets. Students cannot be added to the printed examination record or attendance sheet retroactively. Amendments to the examination record or attendance sheet can only be made in exceptional cases. In such cases, the instructor must acknowledge the amendment by signing and dating it next to the entry on the examination record, and promptly inform the head of the educational organizational unit in writing about the amendment. The student's name or the acquired grade, or in cases specified in this Regulation, the entry "absent" must be marked on the examination record or attendance sheet.

Section 39

(1) The student must appear for the examination at the examination date accepted in the application process determined by the educational organizational unit, in an appropriate state and attire corresponding to the dignity and seriousness of the examination.

(2) The examiner or the chairperson of the examination board is responsible for the smooth conduct and calm atmosphere of the examinations.

(3) If an examination is postponed due to reasons not attributable to the students, an immediate rescheduled examination must be determined, and the affected students must be notified.

(4) The examination, in the case of a written examination, begins with identity verification and the student's signature on the attendance sheet, followed by the distribution of examination papers. In the case of an oral examination, it begins with identity verification and the signature on the attendance sheet, followed by the announcement of the topic. The student can start the examination only after proving their identity and signing the attendance sheet following verification.

(5) A student cannot take the examination without verifying their identity. The student can verify their identity with an official document containing a photograph and signature suitable for identification. If the student cannot prove their identity in the manner mentioned above, the entry "absent" will be recorded on the examination record and in the Neptun system for the subject, which reduces the number of examination opportunities for the subject, and the student is required to pay the amount specified in the Student Fee and Benefits Regulation.

(6) The student must present the course registration form printed from the Neptun system at the oral examination. The instructor is required to record the oral examination grade achieved by the students on the course registration form and the examination record printed from the Neptun system, and to sign both forms. At the beginning of the oral examination – before drawing the topic – or before the start of the written examination, the student must sign the attendance sheet.

(7) At the start of the examination, the instructor must inform the student about the permitted use of auxiliary tools during the examination and the consequences of using unauthorized auxiliary tools.

(8) After drawing the topics for the oral examination, the student must be given an appropriate preparation time depending on the nature of the examination. Upon the student's request, the examination can be started before the end of the preparation time.

(9) In cases of dispute over the evaluation of oral examinations, if the evaluations on the examination record and the course registration form differ, the evaluation on the course registration form shall be considered authoritative. If a correction is needed on the examination record, particularly concerning information related to the student, the student must be informed immediately during or after the examination, if possible.

(10) The evaluation of grades obtained from a written examination can be verified afterward using the examination record and the examination paper itself, which must bear the evaluator's signature. The educational organizational unit responsible for the subject must retain the examination papers for at least one year.

Section 40

(1) After the commencement of the examination, the present student is required to obtain a grade. The grade achieved in the oral examination must be recorded in the Neptun system no later than the day after the examination, and in the case of a written examination, no later than the third working day after the examination. In the case of a

written examination, the head of the relevant educational organizational unit must ensure that enough instructors are available, and the content of the examination is determined in a way that allows the correction of examination papers to be completed within the deadline.

(2) For a subject for which a student has not registered for any examination during the semester or has not attempted the examination at all, the entry "did not take the examination" will appear in the Neptun system, which will be entered by the Office of Education and Studies.

(3) If a student registered for an examination but did not appear for it, and the student cannot reasonably substantiate their absence with acceptable documents (such as hospitalization, accidents, etc.), then the entry "did not appear" must be recorded in the Neptun system, and the student must bear all the adverse consequences of this entry. The "did not appear" entry reduces the number of possible examination attempts for the subject, and the student is required to pay the amount specified in the Student Fee and Benefits Regulation.

(4) If a student has not been able to pass the examination successfully twice in a specific subject, and the same person conducted the examination and the retake examination, upon the student's request, an opportunity must be provided for the student to take the re-examination in front of a different instructor or examination board.

(5) For oral examinations, within 3 working days after determining the evaluation of the examination on the course registration form, and for written examinations or practical examinations with a closing grade, the student must receive written notification of the results in the Neptun system. Beyond this period, the Neptun system will automatically notify the student of any modifications made to the system. In the case of examinations with both an oral and a written part, the student must be informed in writing about the results recorded in the Neptun system in the same manner as described for written examinations.

(6) The results of written examinations must be announced within 3 working days after the examination, and they must be recorded in the Neptun system. The student can, upon written request directed to the instructor responsible for the examination, view their written examination paper at the location and time specified by the instructor and the educational organizational unit within the result announcement period or within 3 working days following the announcement. If the evaluation was not based on the requirements accepted by the University, contradicts the provisions of the University's Organizational and Operational Regulations, violates the regulations on the organization of the examination, or contains numerical errors, the student can submit an objection to the assessment in accordance with Section 47.

(7) The instructor organizing the written examination must notify the student of the examination results at least 48 hours before the next scheduled examination date for the subject, to allow the student to prepare for any possible retake examination.

(8) If the written study material indicated in the subject program announced until the first day of the registration period does not become accessible to the students in an accessible manner for them before 4 weeks from the start of the examination period or before the date of the assessment announced for the semester, the head of the educational organizational unit and the representatives of the Student Union (EHÖK) decide on the

modification of the study material or the modified order of assessment. In the absence of an agreement, the competent dean or deputy dean shall decide.

Section 40/A

(1) In the case of a distance examination, the provisions of this Regulation regarding examination administration – announcement and registration – apply, with the addition that during the announcement of the examination, the type and time frame of the distance examination must be indicated.

(2) For examinations organized as distance examinations, there is no need to produce examination papers on paper, no attendance sheet is required, and the application of the course registration form is not required. The electronically stored examination papers must be printed within 15 days after the examination and must be authenticated by the examiner.

(3) Online written examinations, online oral examinations, and written examinations prepared at home are considered distance examinations.

Section 40/B

(1) In the case of a written examination prepared at home, the examination task must be compiled in accordance with the specific requirements and practices of the given subject. The examiner shall strive to ensure that the examination task and the time frame provided for completing the task are suitable for evaluating the student's independent work and personal performance in a manner that excludes the involvement of others in solving the examination task. The student will receive the examination task within a specific time frame on a given day and may work on the task until the specified deadline. The procedure for conducting the examination and communicating the examination results must be explained by the instructor to the student in writing no later than the start of the examination.

(2) If, due to reasons beyond the student's control, they were unable to receive or submit the task within the deadline, provisions must be made for the student to make a new examination attempt on the earliest suitable day.

(3) If a student fails to fulfill the conditions set out in this Regulation for a written examination prepared at home due to their own fault, they will receive an unsatisfactory grade, unless based on a justification report submitted by the student within 3 working days following the missed examination day or due to hindrance caused by the student, the dean of the Faculty orders the application of paragraph (2).

(4) If, on the day of announcing the results, a student sends an inquiry about the evaluation of the examination work to the examiner, the examiner must inform the student about the evaluated examination work within two days.

Section 40/C

(1) In the case of an online examination, the simultaneous transmission of moving images and sound must be provided through an information technology application:

a) to verify the identity of the examinee, and

b) to adequately monitor the examinee's independent performance and the use of auxiliary materials.

(2) In the case of students with disabilities – as defined by law and the University's regulations and previously verified to the University – if they are hindered in verbal communication or in the technical execution of the examination – in terms of computer usage or handling online interfaces – the presence of a personal assistant, note-taker, captioner, sign language or oral interpreter is permitted. In this case, the camera must be adjusted so that both the student and their assistant are visible.

(3) During an online examination, the student is not allowed to use headphones or earphones. The examinee's camera and microphone must be switched on during the examination, transmitting the student's face and voice. The camera must show the actual background. Recording of images or sound during the online examination is prohibited. If the examiner observes circumstances indicating that the examinee is receiving unauthorized assistance or using unauthorized auxiliary materials, the student will be warned, and in the case of severe or repeated violation, the examination will be marked as unsatisfactory. The examiner must prepare a detailed written report of the violation.

(4) The procedure for conducting an online examination and communicating the examination results must be explained by the instructor to the student in writing no later than the start of the examination.

(5) In the event that a technical problem arises that renders the conduct of the online examination impossible, and this problem arises from an interruption in the internet connection, an attempt to restore the connection must be made at least once within the examination time frame. The portion of the examination affected by the technical problem, which cannot be conducted properly, must be offered for a new examination attempt on the earliest suitable day.

(6) An online examination that is affected by a technical problem and consequently cannot be properly conducted does not qualify as an attempt to obtain a grade, nor does it qualify as a failed examination. The fact of the technical problem must be recorded on the examination paper. The student must promptly send a statement about the fact and details of the technical problem to the designated email address for this purpose, or immediately after resolving the technical problem, if the technical problem hinders this action.

(7) During an online oral examination, the examiner poses questions from the topic or subject provided by them. The student answers these questions after a brief period of contemplation, without a separate preparation time typically allowed in traditional examinations. Throughout the entire process of the examination, the examiner treats any arising issues and student difficulties fairly, patiently, and with understanding.

(8) The result of the online oral examination is communicated by the examiner to the student immediately upon completion of the student's examination, unless the student requests otherwise for privacy reasons when another person is present. The student will receive information about the examination result through the Neptun system no later than the day following the examination.

Recommendation of Grades

Section 41

(1) In the case of a report or colloquium, the instructor may recommend a grade to the student based on the performance provided by the student during the term or on the evaluated scientific student research.

(2) The recommendation of grades by the instructor must be made by the end of the term. The recommended grade must be recorded in the Neptun system by the third business day after the start of the examination period.

(3) The student may accept the recommended grade in the Neptun system within 7 days from its recording or, by rejecting it, may request to be admitted to the examination. Failure to meet this deadline results in a waiver of rights. If the student does not accept the recommended grade within the specified time, they can fulfill the subject by taking an exam. If the student accepts the recommended grade within the deadline, they are not required to register for the examination.

Academic Average

Nftv. Vhr. 57. § (3): *In credit-based education, the performance of the student is monitored using a weighted academic average calculated for one educational period of the specific program or for the entire course of studies. When calculating the weighted academic average, the sum of the products of the credit value and the grade achieved in the subjects completed during the specific period must be divided by the total credits of the completed subjects.*

(4) *Within one semester in a particular program, the student's performance can be quantitatively and qualitatively assessed using the credit index or the adjusted credit index. When calculating the credit index, the sum of the products of the credit value and the grade achieved in the subjects completed during the semester must be divided by thirty credits to be completed within one semester in the case of average progress. The adjusted credit index can be calculated from the credit index by applying a multiplier corresponding to the proportion of credits undertaken and completed during the semester in the individual study schedule. The overall adjusted credit index serves for the quantitative and qualitative assessment of the student's performance over multiple semesters. The calculation of the overall adjusted credit index is the same as the calculation of the adjusted credit index, with the consideration of thirty credits to be completed in each semester and the total credits undertaken and completed throughout the entire period.*

Section 42

(1) The academic average result must be determined within 5 working days following the examination period, and the student's records must be closed in the Neptun system. The academic average result shall be established as a weighted grade point average. The determination of the academic average result and the closure of the student's records are the responsibilities of the Academic Affairs Office.

(2) During the examination period, the corrected unsatisfactory grade or failed evaluation shall be disregarded when calculating the average result; the corrected evaluation shall be taken into account. In the case of successful examination correction, the result of the last correction shall prevail.

(3) The average result shall be calculated based on grades to two decimal places.

(4) The academic average result shall be as follows:

- a) excellent if the average is 5.00;
- b) very good if the average is 4.51-4.99;
- c) good if the average is 3.51-4.50;
- d) satisfactory if the average is 2.51-3.50;
- e) pass if the average is 2.00 - 2.50;
- f) fail if the average is below 2.00.

(5) Following the closure of the study period, the number of credits taken and acquired by the student, the weighted grade point average, the cumulative weighted grade point average, the credit index, the adjusted credit index, the cumulative adjusted credit index, as well as the scholarship index determined in the Scholarship and Allowance Regulations, must be recorded in the Neptun system within 15 days from the end of the examination period.

Retaking Failed Assessments

Section 43

(1) During a given study period, a student may retake a failed examination (hereinafter referred to as a "retake examination"). There is one opportunity for retaking a failed retake examination (hereinafter referred to as a "repeat retake examination") within the same semester; if unsuccessful, the student may satisfy the subject requirements through re-enrollment, except for the exceptions stipulated in Section 11 (1) concerning criteria requirements and Section 15 (2) concerning professional practice.

(1a) In the case of an examination organized as a non-attendance exam, a presence-based examination opportunity for the purpose of retaking a failed exam must also be provided.

(2) Regardless of the number of "unsatisfactory" or "absent" entries received, a student may not take more than six examinations in the same subject.

(3) For a failed examination in the same subject, a retake examination following the failed examination is considered a "retaken retake examination," irrespective of the number of times the student has enrolled for the subject. A student has a total of five examination opportunities – one retake examination and four repeat retake examinations – to rectify a failed examination in the same subject throughout their studies. An exception is made for the comprehensive examination, in which case a student may attempt to retake a failed examination twice (within the same semester or through re-enrollment).

(4) The repeat retake examination incurs a fee, the procedure for determining which is defined by the Scholarship and Allowance Regulations. The repeat retake examination can only be taken after the verified payment of the fee as determined by the Scholarship and Allowance Regulations and not before the third calendar day following the failed examination.

(5) Mid-term evaluations and practical assessments involve the summation of requirements completed throughout the entire semester; thus, they cannot be modified through retake examinations. If a retake examination pertains to only one component of the evaluation (e.g., a closed-book test), it can be executed in accordance with the rules concerning retake examinations, and the previous entry of "denied signature" shall not constitute an obstacle. If the retake is successful, the entry "denied signature" must be amended.

(6) If a student fails to fulfill an obligation that is a prerequisite for examination admission according to the subject-specific requirement framework and can be remedied according to the subject-specific requirement framework – including making up for the missed component of a mid-term assessment for subjects with required mid-term assessments during the study period – the fulfillment of the requirement in the respective subject can be attempted no later than the end of the first week of the examination period. During this process, if the student repeatedly fails to meet the requirements, the procedures defined in Section 35 (5) must be followed by the instructor. The replacement of obtaining the signature as regulated in this subsection is administered by the educational organizational unit responsible for teaching the respective subject.

Correction of Successful Assessments

Section 44

(1) Following a successful examination, in each examination period, the student has the opportunity to improve the acquired grade in three subjects (hereinafter referred to as "correction of successful examination").

(2) In a given examination period, in justified cases – especially for entry into a specialized field, national higher education scholarship, doctoral studies – the student may request the correction of a successful examination result in a fourth subject. The request shall be evaluated by the Scholarship and Allowance Regulations Committee (HTVSZÜB), within five working days from submission, which will then promptly notify the student and the relevant educational organizational unit of its decision.

(3) Correction of a successful examination is only possible during the examination period of the semester in which the qualification was obtained.

(4) If a student registers for an examination and appears for it, the grade obtained in that examination will be the final grade, even if this is disadvantageous for the student. If a student registers for an examination but is absent without justification, they are required to pay the amount specified in the Scholarship and Allowance Regulations. In this case, the previously obtained grade remains unchanged.

(5) The correction of a successful examination counts towards the total number of possible examinations in the subject. If a student registers for an examination but is absent without

justification, this absence counts towards the total number of possible examinations in the subject.

(6) There is no possibility to correct successful mid-term evaluations, practical assessments, recommended grades, and final examination results.

(7) In the case of correcting a successful examination, the student is obliged to pay the fee specified in the Scholarship and Allowance Regulations if the examination is the third or subsequent examination taken in the respective subject.

Chapter VIII

Student Record, Student Record Extract, Logbook

Nftv. Vhr. 41. § 41 (1) *The higher education institution must keep a logbook for the student if it cannot ensure the simultaneous fulfillment of the following conditions:*

a) The student receives notification from the higher education institution in the manner and within the time frame specified in the institution's regulations regarding the subjects they have enrolled in or withdrawn from.

b) In the case of oral examinations, the higher education institution provides the student with an assessment sheet in the manner and within the time frame specified in the institution's regulations, as stipulated in paragraph (2).

c) In the case of assessments other than those mentioned in point b), the higher education institution notifies the student of their evaluation in the manner and within the time frame specified in the regulations.

d) The institution's TR (Technical Register) allows the student to access the data content of their own student record extract as regulated in Section 36 (12) in printable form, and it also provides, upon the student's request, the free certification of data specified in Section 36 (2), point 7, twice a year.

(3) The logbook, bearing a unique serial number and in paper form, must include at least the following:

The name of the higher education institution, its registered office, and institutional identification number.

The student's educational identification number and registry number.

The student's personal information (name, birth name, place and date of birth, nationality, mother's birth name), the student's photograph, and the student's signature.

Data on the establishment and termination of the student's student status.

Data on the student's education, broken down by program.

Enrollment data by academic term.

Data on the subjects or curriculum units taken during the academic term, assigned credit values, assessment data, and the signatures of the assessing instructors.

Data on the conclusion of the academic term.

Data on credits recognized based on prior studies, work experience, and other qualifications.

Data on studies conducted simultaneously or as guest students at their own or other higher education institutions.

Data on decisions affecting the student's studies.

Data on fulfilling foreign language requirements.

Data on professional practice.

Certification of entries.

(4) In the same person's case at the higher education institution, a logbook can be kept throughout the duration of the student's student status, with the exception of studies pursued simultaneously at different levels.

(5) The logbook must be authenticated as follows:

a) Personal data of the student, educational data, and data on the establishment of student status at the time of opening the logbook.

b) Data on subjects or curriculum units taken by the student during the relevant semester up to the time specified in Section 51.

c) The part of the logbook containing the fulfillment of requirements for subjects or curriculum units taken in the relevant semester, in accordance with the form of assessment specified in the higher education institution's regulations and within the time frame specified.

d) The part of the logbook containing the conclusion of the academic term in the relevant semester, no later than the tenth day following the last day of the examination period.

(6) The completion of the logbook and the erasure, correction, or amendment of already recorded data shall be carried out by the persons designated in the higher education institution's regulations. Such erasures, corrections, or amendments must be authenticated.

Nftv. Vhr. 36. § *(1) The student record serves the purpose of keeping a record of the student's personal and academic data related to the student's student status as specified in the student record.*

(2) The student record, whether in paper or electronic form, and authenticated, includes the following from the data recorded in the TR:

- 1. The name of the higher education institution, its institutional identification number, registered office or branch address, the student's name, educational identification number, and the record's serial number, and, in the case of a paper-based student record, an aggregate list of page numbers and their functions.*
- 2. The student's personal information (birth name, mother's birth name, place and date of birth, nationality, registered address, residential address, contact address, phone number, email address, social security identification number, in the case of non-Hungarian citizens, the legal basis for residence in Hungary and the document*

- authorizing residence, and, in the case of persons entitled to free movement and residence, the document certifying the right of residence).*
- 3. The serial number of the logbook form and the student identification number.*
 - 4. Data related to the student's student status in connection with the student record (date of establishment and termination).*
 - 5. Data related to the student's education, program by program (program name, level, schedule, language, duration according to the educational and outcome requirements, location, date and mode of program establishment, decision number, date of program completion), data on documents required as entrance conditions for the program(s) (document name, issuing institution, document number, date of issue), and, in the case of transfer, data on the transfer (name of transferring higher education institution, identification number, name, level, schedule, language, location, financing form).*
 - 6. Summary data for the academic term (name of academic term, program name(s), financing form, status, sequence number of the supported semester, number of credits taken and earned in the given academic term, number of recognized credits, total number of credits, weighted grade point average).*
 - 7. Data on subjects or curriculum units taken per academic term (name, code, instructor's name, credit value, assessment method, weekly or semester hours, type of class, assessment of requirement fulfillment, date, name of assessing instructor), and data on the conclusion of the academic term per program (date of conclusion, credits taken, credits earned, (cumulative) weighted grade point average, credit index, corrected credit index, aggregated corrected credit index).*
 - 8. Data on curriculum requirements recognized as fulfilled based on previous studies in the same or another higher education institution per program and academic term (name of curriculum requirement, code, credit value, decision number, and date of the credit transfer committee's decision).*
 - 9. Data on curriculum requirements recognized as fulfilled based on parallel or guest studies conducted in the same or another higher education institution per program and academic term (name of curriculum requirement, code, credit value, assessment, decision number, and date of the credit transfer committee's decision).*
 - 10. Data on curriculum requirements recognized as fulfilled based on partial studies conducted in a foreign higher education institution per program and academic term (characteristics of the framework program, program name, name of the foreign institution, name of curriculum requirement, credit value, code, converted assessment, decision number, and date of the credit transfer committee's decision).*
 - 11. Data on curriculum requirements recognized as fulfilled based on work and other experiences per program and academic term (name of curriculum requirement, credit value, decision number, and date of the credit transfer committee's decision).*
 - 12. Decisions affecting the student per program (type, number, date, brief description).*
 - 13. Data related to the completion of professional practice per program (name, assessment, credit value, name of the professional practice site, duration of practice, names of practice supervisors, date of acceptance of completion, name and position of the accepting authority).*
 - 14. Data related to the certificate of completion (abszolutórium).*
 - 15. Data related to the thesis or dissertation (topic, title, program name, submission date, name of the advisor and evaluator, evaluation, and if there is no defense as part of the final examination, the final evaluation of the thesis, name of the evaluator, position, and date of evaluation).*

16. *Data related to the final examination (program name, components and their dates, partial results, final evaluation, names and educational identification numbers of the committee chair and members).*
17. *Data related to the diploma (serial number of the official form, institutional number of the diploma, program name, acquired degree level and specialization, date of issuance, name and position of the signer).*
18. *Data related to the diploma supplement (serial number of the form, date of issuance, name and position of the signer).*
19. *Data related to the fulfillment of foreign language requirements (language name, mode of requirement fulfillment, level, type, certificate number, name of issuing institution, date of issuance, date of submission of the document; in case of exemption, the reason for exemption, decision number, and date; in case of partial exemption, indication of the exempted part).*
20. *Disciplinary and compensation-related data.*
21. *Data related to disabilities (type, name of the expert or committee issuing the opinion, address, date of the expert opinion, date of presentation).*
22. *Data related to student accidents.*
23. *Authentication of the student record.*

(3) In the same person's case at the higher education institution, a student record related to the specific student status can be kept for each type of student status. After the termination of the student status, a new student record must be opened when establishing a new student status.

(4) The numbering of student records must be determined in the higher education institution's regulations to ensure unique numbering of student records.

(5) On every page of the paper-based student record, the name and institutional identification number of the higher education institution, the student's name and educational identification number, and the student record serial number must be indicated.

Nftv. Vhr. 36. § (10), *upon termination of the student status, the higher education institution issues a paper-based authenticated student record extract:*

a) Automatically to a student who completes at least one semester as an active student without obtaining a degree (abszolutórium).

b) Upon request to a student who has obtained a degree but did not complete their studies with a diploma.

c) Upon request to a student who has obtained a degree in postgraduate studies.

(11) A student who receives a logbook from the higher education institution does not need to be provided with an authenticated student record extract.

(12) The student record extract must contain at least the name and institutional identification number of the higher education institution, its registered office or branch address, the student's name and educational identification number, and the student record serial number, as well as the data specified in Section 36 (2) points 2, 4-14, and 23.

Section 45

(1) At the University, a student record extract printed from the Neptun system and authenticated by the Head of the Student Affairs Office must be used as an official document.

(2) In the case of students who began their studies before the 2012/13 academic year's fall semester, existing logbooks must be continued, with the stipulation that handling of traditional logbooks, which are produced in print, numbered page by page, and bound inseparably (hereinafter referred to as "traditional logbooks"), should follow different rules as determined by the regulations implementing the Higher Education Act and the rules set forth in this section.

(3) The Student Affairs Office shall keep the traditional logbooks during the continuation of studies. At the University, for each student, one logbook must be maintained during the period of their student status, except for studies pursued simultaneously at different levels of education, in which case one logbook should be kept. The Head of the Student Affairs Office shall verify the data specified in Section 42 (5). The Student Affairs Office authenticates logbooks that have been filled out in accordance with the data in the Neptun system with the signature of the Dean, or in case of impediment, the Deputy Dean for Education, and the Head of the Student Affairs Office. Fulfillment of curriculum requirements is certified by the instructor, or in case of impediment, by the Dean or their deputy, with their own signature. Upon the termination of student status, the student record extract authenticated by the Student Affairs Office must be issued to the student.

Section 46

(1) The database of the student record is within the Neptun system. Regarding user roles and permissions, the provisions defined in the University's Neptun Regulations shall be applied, with the additions specified in this Regulation.

(2) In addition to the permissions defined in the Neptun Regulations, students have the right to print a course completion sheet from the Neptun system for the current study period and use it as proof of their achievements.

(3) The Head of the Student Affairs Office has the right to write into the Neptun system's student record data. Within this framework, they can create or modify any data made available in the student record for everyone. The Head of the Student Affairs Office and the head of the relevant academic unit are responsible for verifying the examination papers for courses under the instructor's jurisdiction.

(4) The Neptun system operator does not have the right to write into the student record data stored in the Neptun system. In special cases, only with written permission from the Vice Rector for Academic Affairs or the head of the Office of Education and Study Affairs, the Neptun system operator may create a database-level entry in the student record stored in the Neptun system, with the requirement that this fact be recorded and a certified copy of the state before the change be created.

(5) Every grade must be entered into the Neptun system by the examiner themselves or, in case of the examiner's unavailability, by the head of the academic unit or a person appointed in writing by them, within 3 working days after the examination. An exception to this is the entry "did not attend," which must be recorded in the Neptun system no later

than the day following the examination. For courses in which the student did not attempt the exam during the semester, the Neptun system will display the entry "did not take the exam." The responsibility for entering the grade with appropriate content always lies with the examiner.

Section 47

Challenging Grading in the Neptun System

A student may file an objection within 14 days after the conclusion of the academic period regarding data on grading in the Neptun system. This objection should be made using the objection form available for download in the Neptun system and submitted to the Academic Affairs Office. The head of the relevant academic unit is required to investigate the objection, with the inclusion of the opinion of the respective instructor, within 8 working days. The student shall be notified of the results of this investigation via the Neptun system within the same period. If the student fails to raise an objection against the grading within the allowed time frame, they will not be able to contest the grading in subsequent academic periods, and the deadline is considered final.

If the objection is found to be justified, the grading must be revised based on the presented exam paper, course registration form, or the grade written on the written exam paper. If the head of the academic unit deems the objection well-founded, they are obliged to correct the error within their authority and notify the student through the Neptun system. If the objection is rejected, the student can appeal to the Deputy Dean for Academic Affairs, by submitting an appeal to the Academic Affairs Office within 15 days from the notification date. Missing this deadline will result in forfeiture of the right to appeal.

If the violation cannot be remedied differently based on the objection, the affected student must be provided with a new examination opportunity without payment of any fee, as stipulated in the Student Fees and Benefits Regulations. This examination opportunity will not be counted towards the permitted number of examination attempts for that particular subject.

In addition to the provisions in paragraphs (1) and (2), changing the result of a previously recorded grade or any form of evaluation related to a subject may only be done within 14 days after the conclusion of the academic period, exclusively in cases of administrative errors.

Rules for Issuing Transcript of Records

Nftv. Vhr. 36. § (6) The student register must be certified within three months following the termination of the student status.

(7) The sealed and certified student register must be updated and re-certified in the following cases: a) After the termination of the student status, the preparation of a thesis, diploma thesis, final examination, or fulfillment of language requirements, as well as the issuance of a diploma or diploma supplement occurs, b) Modification of data registered in the student register is required due to error correction or data changes, c) Amendments, issuance of duplicates, or invalidation of diplomas take place.

(8) The higher education institution may also store parts of the student register separately from the student register in the manner specified in its regulations, provided that the accessibility of the stored parts must be indicated on the student register.

(9) In case the student register is destroyed or lost, a replacement student register shall be issued based on the available records, documents, and data.

(10) The higher education institution shall issue a paper-based certified student register extract upon the termination of student status: a) Ex officio to students who complete their studies without obtaining a degree certificate (absolutorium), provided that they have completed at least one semester as active students, b) Upon request to students who have obtained a degree but complete their studies without obtaining a diploma, c) Upon request to students who have obtained a degree in postgraduate education.

(11) Students to whom the higher education institution issues a gradebook are not required to receive a certified student register extract.

(12) The student register extract must contain at least the name of the higher education institution, its institutional identification number, the address of its headquarters or branch, the name of the student, their educational identification number, the student register number, and the data specified in paragraphs 2, 4-14, and 23 of paragraph (2).

(13) The issuance of the student register extract as specified in paragraph (10) point a) shall be recorded on the student register. The transfer of the document shall be confirmed by a transfer and receipt document.

Section 48

(1) Upon the student's request, the Academic Affairs Office is obliged to provide a free transcript once a semester containing the data specified in the executive decree of the higher education law to be recorded in the transcript. The transcript can be used by the student to verify their participation in the education program or the completion of specific subjects. If the student requests the issuance of the transcript again within one semester, they are required to pay the fee specified in the Student Tuition and Benefits Regulation.

(2) If the student continues their studies by transfer to another higher education institution, the University shall record the date of termination of the student status in the Neptun system based on the transfer decision or the certificate specified in the legislation and issue a paper-based authenticated transcript within fifteen days of the termination of the student status.

(3) In case of the revocation or annulment of a diploma, a transcript must be issued based on the finality of the decision on revocation or annulment.

(4) The Academic Affairs Office issues the transcript. The transcript is authenticated by the head of the Academic Affairs Office.

(5) The Academic Affairs Office issues the transcript upon request, subject to the payment of a fee specified in the Student Tuition and Benefits Regulation by the requesting student.

(6) In the case of traditional grade books, the rules of administration are the same as above, with the difference that the semester sheets printed from the Neptun system must be additionally pasted into the traditional grade book upon the acquisition of the diploma,

and fully completed and signed grade books must be handed over to the students after the final examination.

Section 49.

The Course Registration and Course Completion Sheet

(1) Students will receive automatic notifications in the Neptun system regarding course registration and any modifications to it. Students can print a course registration sheet from the Neptun system for the courses they have registered for. The starting date for the ability to print course registration sheets is the first working day following the end of the course registration period specified in the annual schedule. Printing the course registration sheet is the responsibility of the student. The course registration sheet includes the semester of the academic year, the student's name, student identification number, the names of the courses registered by the student, the date of the exams, the assessment of the exams, the name of the examining lecturer, their lecturer identification number, and signature.

(2) Within 5 days after the end of the course registration period, students may submit a request for objection to the data related to course registration in the records to the head of the Academic Affairs Office, which must be resolved by the head of the Academic Affairs Office within 3 working days. The student will be notified of the result in the Neptun system within the same deadline. If the student does not object to the data related to course registration within the open objection period, they cannot object to it at a later time, and the deadline is considered final.

(3) During the examination of the validity of the objection, the student is entitled and obliged to attend the disputed course sessions.

(4) Students will receive automatic notifications in the Neptun system regarding course completion (entry of the assessment). Students can print a course completion sheet from the Neptun system for the completed subjects. The starting date for the ability to print course completion sheets is the 15th working day following the examination period. Printing the course completion sheet is the responsibility of the student.

Chapter IX

Provisions Regarding the Diploma, Final Examination, and Diploma

The Diploma

Nftv. 50. § (1) *The higher education institution issues a diploma (absolutórium) to a student who has fulfilled the study and examination requirements specified in the curriculum and acquired the required credits, excluding the completion of the thesis or dissertation.*

(1a) *The higher education institution provides publicly certified data from its study system regarding the diplomas issued according to paragraph (1), keeps a record of these diplomas, and based on the record, issues a certified copy of the diploma upon the request of the diploma holder. Upon request of the diploma holder, the diploma must also be issued in electronic copy form, which shall be electronically signed by the higher education*

institution and affixed with a time stamp issued by a service provider qualified to provide such services.

(3) After acquiring the diploma, the student may be admitted to the final examination. ...

Nftv. 108. § *In this Act, "diploma (abszolutórium) of 47" means the successful completion of the prescribed examinations, other academic requirements except for the thesis (dissertation), and the acquisition of credit points as specified in the educational and output requirements, which certifies, without grading and evaluation, that the student has met all the academic and examination requirements prescribed in the curriculum.*

Nftv. Vhr. 44. § *(1) If a student fulfills the conditions for issuing a diploma, the higher education institution shall issue the diploma within twenty days from the date of fulfillment.*

(2) The student must be notified of the issuance of the diploma concurrently with the issuance.

(3) The diploma must be issued as a certified document.

(4) The diploma must be uniquely numbered at the time of issuance, and its data must be kept in the higher education institution's student record system (TR).

(5) The diploma is an attachment to the student record sheet.

Nftv. Vhr. 45. § *(1) Upon request by the student, certificates regarding the issuance of the diploma, successful completion of the final examination, eligibility for the diploma, and the qualification for a teaching field must be issued based on the student record sheet.*

(2) Certificates must be uniquely numbered at the time of issuance, and their data must be kept in the higher education institution's student record system (TR).

Section 50

(1) A diploma (abszolutórium) can be obtained by a student who fulfills the requirement specified in Section 9(2). The diploma issued by the Student Affairs Office is certified by the dean. The issuance of the diploma is simultaneously notified to the student by the Student Affairs Office via the Neptun system. In the case of traditional logbooks, the certification of the diploma (abszolutórium) is contained in the logbook.

(2) In the case of a student studying in multiple programs, separate diplomas must be issued for each program.

(3) For students who have obtained the abszolutórium, an "Abszolutórium Igazolás" (Abszolutórium Certificate) must be issued before the final examination, which is signed by the dean.

The Thesis

Section 51

Section 51 The requirements for preparing the thesis are contained in Annex 5 of this Regulation.

Special Provisions Regarding the Final Examination

Nftv. 50. § (2) *Students complete their studies in higher education vocational training, undergraduate and master's programs, and specialized further education with a final examination.*

(3) *After acquiring the diploma, the student may be admitted to the final examination. The final examination can be taken during the examination period following the acquisition of the diploma while still enrolled as a student, and later, within two years after the termination of the student status, during any examination period, in accordance with the valid educational requirements. The study and examination regulations may require the completion of the final examination to be subject to conditions after the second year following the issuance of the diploma. No final examination can be taken after five years have passed since the termination of the student status.*

(4) *The final examination is a verification and evaluation of the knowledge, skills, and abilities required for obtaining the diploma, during which the student must demonstrate the ability to apply the acquired knowledge. The final examination may consist of several parts as specified in the curriculum, including the defense of the thesis or dissertation, additional oral, written, and practical examination components.*

(5) *A student who has not fulfilled their payment obligations to the higher education institution cannot be admitted to the final examination.*

(6) *The higher education institution must store the theses or dissertations of students who have successfully passed the final examination in its study system, maintain records of them, and make them accessible and searchable through the study system without restrictions, except for parts that are legally required to be kept confidential.*

Nftv. 112. § (1) *Under the Higher Education Act of 1993 (hereinafter referred to as the "1993 Higher Education Act"), programs that started and were continuously conducted until September 1, 2016, may be completed with unchanged professional requirements, within the framework of unchanged examination schedules, and the issuance of unchanged diplomas. The student status of those who have not obtained their diploma by this deadline must be terminated on this date. Former students who obtained their diploma by September 1, 2016, may take the final examination by September 1, 2018. The provisions of this paragraph must be applied to former students falling under the scope of Section 112(5a) of this Act, and decisions made by higher education institutions in accordance with Section 112(5a) must be amended by February 15, 2016, in favor of former students.*

Nftv. Vhr. 59. § (2) *The higher education institution shall determine in its regulations the method of applying for the final examination, the organization and conduct of the final examination, and the method of calculating the results.*

(3) *Higher education institutions may jointly organize final examinations.*

Nftv. Vhr. 45. § (1) *Certificates regarding the issuance of the diploma, successful completion of the final examination, eligibility for the diploma, and qualification in a teaching field must be issued upon request of the student, based on the student record sheet.*

(2) *Certificates must be uniquely numbered at the time of issuance, and their data must be kept in the higher education institution's student record system (TR).*

Section 52

(1) Registration for the final examination is carried out through the Neptun system. Students with library debts are not eligible for the final examination. The verification of the conditions for admission to the final examination is carried out by the Academic Affairs Office. In the absence of the conditions, the student will be deleted from the final examination schedule, but this deletion can only occur before the start of the final examination. Students can cancel their registration for the final examination free of charge until the deadline for submitting their thesis.

(2) The final examination may consist of several parts, as specified in the curriculum:

a) Defense of the thesis (SzD)

b) Comprehensive oral examination or element-based oral examination on specific topics related to the final examination subjects, or a professional discussion on the thesis topic (Zv)

c) An optional element of the final examination is the practical demonstration of knowledge (Gy).

(3) Conditions for admission to the final examination:

a) Obtaining the abszolutórium

b) Evaluation of the thesis.

(4) The scheduling of final examinations, in accordance with the academic year's schedule and as specified in Section 34(3) of these Regulations, is regulated by the dean, who may also provide specific scheduling for each faculty.

(5) If within the final examination period, the final examinations for different fields of study or specializations contain separate subject matters, there must be at least 3 days between the examinations of these individual elements, except with the consent of the student.

(6) The summary questions for preparing for the final examination must be published at least 60 days before the final examination period.

(7) The head of the department can make passing the final examination conditional on completion two years after the issuance of the diploma.

(8) If a student or former student does not take the final examination in the final examination period following the submission of their thesis, they must notify the Academic Affairs Office of their intention to take the examination in writing by the thesis submission deadline. If the student fails to fulfill this obligation, the relevant academic unit is not obligated to provide the opportunity for taking the final examination.

(9) The rules for being absent from the final examination must be applied appropriately in case of absence from the examination.

The Examination Board for the Final Examination

Nftv. Vhr. 42. § (3): *The final examination protocol includes*

- a) *The student's name and identification number,*
- b) *The name of the program,*
- c) *The date of the final examination, the names of its components, and their evaluations,*
- d) *The names, identification numbers, and signatures of the members of the final examination committee,*
- e) *The title of the thesis or dissertation,*
- f) *The names and identification numbers of the thesis or dissertation supervisor and reviewer,*
- g) *The date of the defense of the thesis or dissertation,*
- h) *The questions posed during the examination,*
- i) *The final evaluation and grading of the final examination.*

(6): The final examination protocol, the doctoral comprehensive examination protocol, and the doctoral defense protocol are attachments to the academic transcript.

(7): The document specified in paragraphs (1) and (3)–(5) may be:

- a) *A paper-based document produced from data registered in the Higher Education Information System of the institution, or*
- b) *A paper-based document.*

Nftv. Vhr. 59. § (1): *The final examination must be taken before a final examination committee, consisting of a chairperson and at least two members. The composition of the final examination committee should include at least one university or college professor or an associate professor and at least one member who is not in an employment relationship with the relevant higher education institution or who is an instructor of another department of the higher education institution. A record must be kept of the final examination.*

Section 53

In the case of a final examination with multiple components, the number and identity of members other than the chairperson and the two permanent members may vary. The chairperson and members of the final examination committee are appointed or delegated by the dean or the leader they designate.

(2): The allocation of students to the respective examination committee, if multiple examination committees are examining simultaneously, is done in alphabetical order of the students' names. The committee allocation should be made public only on the day of the examination, in the usual manner at the faculty.

(3): The preparedness of the candidate is assessed by the committee members, and then the result of the final examination is determined in a closed session, with a vote in the event of a debate. In case of a tie in the vote, the chairperson's vote decides.

(4): A record must be kept of the final examination, which, after being signed by the chairperson and members, must be submitted to the Academic Affairs Office.

The Result of the Final Examination

Section 54

(1) The grade for the final examination is determined by the arithmetic mean of the received marks. In case of an insufficient grade in any of its elements, the final examination is assessed as insufficient.

(2) In the case of a final examination consisting of multiple elements, each element must be evaluated separately.

(3) Generally, the result of the final examination, which may have a different calculation method as defined by the recommended curriculum, is calculated as the simple average of its sub-results as follows:

$$\text{Final Examination Result (FExR)} = (\text{ThS} + \text{OrE}) / 2$$

If the final examination includes a practical component:

$$\text{FExR} = (\text{ThS} + \text{OrE} + \text{PrE}) / 3$$

Thus, the overall result of the final examination is the simple average of the grade for the thesis, the grade for the oral examination component (or the rounded average grade for multiple elements in the case of a multi-element final examination), and (if applicable) the grade for the practical task execution.

(4) The final examination is considered successful if the assessment of each exam component is at least satisfactory. The final examination is considered unsuccessful if the student failed to defend their thesis or provided an unsatisfactory answer to any sub-item of the final examination topics. In case of an unsuccessful thesis defense, the candidate cannot proceed to the oral theoretical or practical final examination. In case of an unsuccessful oral theoretical final examination, the candidate cannot proceed to the practical final examination.

(5) The chairperson of the examination board announces the results of the final examination at the end of the examination day.

(6) The chairperson of the examination board informs the dean or the deputy dean responsible for education in writing about the experiences and results of the examination

and provides a copy of the written report to the Academic Affairs Office in case of such a request.

Repeat of an Unsuccessful Final Examination

Section 55

- (1) A successful final examination cannot be improved.
- (2) If any of the final examination components received an unsatisfactory grade, the candidate is only required to retake the portion of the examination that was unsuccessful.
- (3) Each final examination component can be retaken twice. Remedial or re-remedial final examinations, with the exception defined in Section 5(1)(g), can only be taken in the following final examination period(s). If a candidate exhausts the allowed retake opportunities for any repeated final examination component according to this paragraph and fails to pass the respective component during these retakes, they must retake the final examination in all components, with the exceptions specified in Sections 5(5) and 5(6).
- (4) In the case of an unsatisfactory grade in a comprehensive oral examination or in a multi-element oral examination encompassing specified subjects of the final examination, only the component that received an unsatisfactory grade needs to be retaken. The rules defined in Section 3 shall be applied appropriately to retakes.
- (5) If the reason for the failure of the final examination is the unsuccessful defense of the thesis, then in the retake examination, the revised or new thesis must be defended again, and any outstanding examination obligations must be fulfilled.
- (6) If a student successfully defended their thesis during the final examination but could not fulfill one of the other examination requirements, they are not required to prepare a new thesis for the retake examination.
- (7) The retake remedial examination is subject to a tuition fee, the determination of which is governed by the Student Tuition and Benefit Regulations.

The Diploma

Section 51

Nftv. 51. § (1) *The issuance of a diploma certifying the completion of higher education studies is contingent upon successfully passing the final examination.*

(2) *The higher education institution shall issue and deliver the diploma to the student within thirty days from the date of successful completion of the final examination.*

(3)

(4) *Only higher education institutions falling under the scope of this law are authorized to issue diplomas. The term "diploma" may only be used for documents certifying qualifications and, except for higher education vocational training and specialized postgraduate training, higher education degree certificates issued under this law.*

(5) The diploma is an official document bearing the coat of arms of Hungary. It includes the name of the issuing higher education institution, its identification number, the diploma holder's name, birth name, place and date of birth, the level of qualification or degree awarded, the field of study or specialization, the diploma's rating, the place, year, month, and day of issuance, the classification of the qualification or specialization according to the Hungarian Qualifications Framework and the European Qualifications Framework, as well as the duration of the program as required by the training and output requirements. It must also include the original signature of the head of the higher education institution or, as specified in the study and examination regulations, of another authorized individual, and the imprint of the higher education institution's seal.

(6) A centralized record of issued diplomas must be maintained.

(7) The higher education institution shall provide authentic data from its academic system on issued diplomas and micro-certificates, maintaining a register of diplomas and micro-certificates. Based on this register, the higher education institution shall issue a certified copy of the document upon request of the diploma holder. Upon request of the diploma holder, the diploma and micro-certificate must also be issued in electronic copy format, which shall be authenticated by the institution's electronic signature and an electronic time stamp issued by a service provider offering such services as a qualified service provider.

(8) A diploma may only be issued to a student who, as a condition for recognition of further studies, has been required by the higher education institution to present a document prescribed by law and has complied with this obligation.

Nftv. 52. § *(1) Diplomas must be issued in Hungarian and English or Hungarian and Latin. In the case of minority education, diplomas must be issued in Hungarian and the language of the minority. In the case of education conducted in a language other than Hungarian, diplomas must be issued in Hungarian and the language of instruction.*

(2) For diplomas obtained through undergraduate and master's programs, and higher education specialist programs, a diploma supplement specified by the European Commission and the Council of Europe must be issued in Hungarian and English. Upon the student's request, the diploma supplement must also be issued in the language of the minority in the case of minority education or in the language of instruction in the case of education conducted in a language other than Hungarian. The diploma supplement may also be issued for specialized postgraduate training. A record of the issued diploma supplements shall be stored electronically in the academic system, and the institution shall provide an authenticated copy based on this record. Upon request, the diploma supplement must also be issued in electronic copy format for specialized postgraduate training, which shall be authenticated by the institution's electronic signature and an electronic time stamp issued by a service provider offering such services as a qualified service provider.

(3) Diplomas issued for bachelor's and master's programs, undivided programs, specialized postgraduate training, and higher education vocational training, as defined by the law, authorize the holder to take up a job or engage in activities.

(4)

(5) The English and Latin designations for the qualification levels certified by diplomas issued in Hungary are as follows:

a) Bachelor's degree: "Bachelor" or "baccalaureus" (abbreviated: BA, BSc),

b) Master's degree: "Master" or "magister" (abbreviated: MA, MSc).

(6) Individuals holding a master's degree may use the designation "okleveles" before their specialization (e.g., "okleveles mérnök" for graduate engineer, "okleveles közgazdász" for graduate economist, "okleveles tanár" for graduate teacher, etc.). Those who have obtained a degree through specialized postgraduate training based on legal education may use the title "Legum Magister" or "Master of Laws" (abbreviated: LL.M.). Graduates from teacher training programs are entitled to use the title "Master of Education" (abbreviated: MEd).

(7) Graduates in medicine, dentistry, pharmacy, veterinary medicine, law, and political science are entitled to use the doctoral title. The abbreviated designations for these titles are: dr. med., dr. med. dent., dr. pharm., dr. vet., dr. jur., dr. rer. pol.

Nftv. 114/O. § (1) The provisions of this law regarding amendments to certain laws related to higher education, vocational training, and adult education, as stipulated in Act LIX of 2022 (hereinafter referred to as "ModTV5"), including Section 49/A, Section 49(8), Section 50(1), Section 51(1) and (2), except as provided in Subsections (2) and (3), shall apply to students commencing their studies in the academic year 2022/2023 and thereafter.

(2) The provisions of Section 51(1) as amended by ModTV5 shall apply to students who passed the final examination after August 31, 2021, and who have not obtained their diploma.

(3) Contrary to the provisions of Section 15(1), for students who:

a) commenced their studies before the academic year 2022/2023, and

b) do not possess the language examination required by the training and output requirements on the day of entry into force of ModTV5,

the provisions of Section 51(1) as amended by ModTV5 shall apply with the difference that the required foreign language skills necessary for practicing the professional competence as defined in the curriculum for the particular field of study cannot be stricter than the language examination requirement level defined in the training and output requirements before the entry into force of ModTV5.

Nftv. Vhr. 46. § A diploma certifying the successful completion of higher education studies and the acquisition of professional qualifications must be issued within thirty days from the date of the successful final examination or the successful completion of the last part of the final examination (hereinafter collectively referred to as the "final examination"), provided that the student has previously fulfilled the required language examination requirements. If a document certifying the fulfillment of language examination requirements is presented, the diploma must be issued in the academic year corresponding to the final examination, even if there are fewer than thirty days left in the academic year of the final examination.

(4) The diploma shall bear the endorsement specified in Annex 9. If an endorsement becomes necessary that is not included in Annex 9, the higher education institution may, with the prior consent of the Authority, include an individual endorsement on the diploma. The endorsement shall be an integral part of the diploma.

(3) The diploma is issued based on the registry sheet.

(4) Diplomas must be endorsed as specified in Annex 9. If an endorsement becomes necessary that is not included in Annex 9, the higher education institution may, with the prior consent of the Authority, include an individual endorsement on the diploma. The endorsement shall be an integral part of the diploma.

(5) The diploma must be assigned a unique institutional serial number at the time of issuance, and its data must be recorded in the higher education institution's TR system.

(6) The diploma is issued by the higher education institution in a hardcover dossier.

(7) Before handing over the diploma, the higher education institution shall prepare a certified copy of the issued diploma, which shall be attached to the registry sheet.

(8) The transfer of the diploma shall be recorded on the registry sheet, and the transfer of the document shall be confirmed in a transfer and acceptance document.

Nftv. Vhr. 48. § *(5) Contrary to Government Decree No. 335/2005 (XII. 29.) on the General Requirements for the Record-keeping of Public Bodies, the higher education institution, upon request, shall issue a duplicate diploma for a lost, stolen, or destroyed diploma after the transfer, using the form provided in Section 46(2). The content of the duplicate shall be identical to the annex in Section 46(7), including the endorsement specified in Annex 9 and the authentication. The procedure for maintaining records of duplicates shall be the same as that for diplomas. When issuing additional duplicates for the same diploma, the same procedure shall be followed as for the issuance of the first duplicate.*

(6) The higher education institution shall, either on its own initiative or upon request, withdraw and destroy any diploma issued with errors. The correction of errors, as specified in Section 36(7)(b), shall be transferred to the registry sheet, and based on the corrected registry sheet, a new diploma shall be issued using the form provided in Section 46(2). The diploma shall include the correction endorsement specified in Annex 9 and the authentication.

(7) If the higher education institution issues a new diploma as described in subsection (6), and the change affects the content of the diploma supplement, the diploma supplement shall be reissued alongside the withdrawal and destruction of the previous diploma supplement.

Section 56

(1) Upon successful completion of the final examination, the University shall issue a diploma to the student. The diploma shall be signed by the Rector or the Dean, or in the case of specialized postgraduate courses provided by the Faculty of Political Science and International Studies and the Institute of Public Administration Continuing Education, by the head of the Institute of Public Administration Continuing Education.

(1a) Students who have completed the undergraduate program in political science may receive their diplomas and use the title "Dr. rer. pol." after taking the oath and signing it as specified in Annex 1 of this Regulation.

(2)

(3) The grading of the diploma, unless the curriculum of the program suggests otherwise, shall be determined by the simple average of the following:

- a) the grade received for the defense of the thesis;
- b) the grade received for the oral part of the final examination (in the case of multi-element examinations, the average of the grades for the elements, rounded to the nearest whole number);
- c) the grade received for the practical final examination (if applicable);
- d) the weighted average of the study averages for completed semesters (expressed to two decimal places):

$$(\text{ThS} + \text{FExR} + \text{GY} + (\text{AvG1} + \dots + \text{AvGn})/n) / 4$$

If the final examination does not include a practical element:

$$(\text{ThS} + \text{FExR} + (\text{AvG1} + \dots + \text{AvGn})/n) / 3$$

(4) The determination of the diploma's grading shall take into account the following thresholds, based on the calculated value using the above method:

- a) Excellent if the average is 5.00
- b) Very good if the average is 4.51-4.99
- c) Good if the average is 3.51-4.50
- d) Average if the average is 2.51-3.50
- e) Satisfactory if the average is at least 2.00 but no more than 2.50.

(5) A student who receives an excellent diploma grading shall graduate with distinction. Furthermore, a student who receives a very good diploma grading, as well as any other student whose average grade for all examinations and practical assignments is at least 4.51, shall also graduate with distinction.

(6) The achievements of a student who graduates with distinction as a military officer candidate or a law enforcement officer candidate, if the student consents, shall be displayed on the honor roll, and when determining the first position, assignment, and rank for the student, it must be recommended as an advantage to the ordering authority.

(8) The Academic Affairs Department shall maintain records of issued certificates, diplomas, and diploma supplements.

(9) In case a diploma is lost, stolen, or destroyed after issuance, a duplicate diploma shall be issued by the Academic Affairs Department based on the registration record. This duplicate diploma serves as a replacement for the original document and is authenticated at the time of issuance. The issuance of a duplicate diploma is subject to a fee, the procedure for determining which is defined by the Student Fees and Benefits Regulation. The issuance of a duplicate diploma is also subject to the statutory fees. The provisions set out in this Regulation for the issuance of duplicate diploma supplements shall be applied *mutatis mutandis*.

(10) Undergraduate students majoring in political science, who fulfill the conditions specified in paragraphs (1)-(1a) of this Section, are entitled to receive a commemorative diploma. The text of the commemorative diploma shall be determined by the Dean of the respective Faculty. The commemorative diploma shall be issued in Hungarian and Latin languages, as specified in the University's Corporate Identity Manual. The commemorative diploma shall be signed by the Rector and the Dean. The presentation of the commemorative diploma shall take place at the faculty diploma award ceremony. The costs related to the presentation of the commemorative diploma shall be borne by the respective Faculty.

Chapter X

Diploma Supplement

Nftv. 52. § *For degrees obtained in undergraduate and master's programs, as well as in higher education specialist programs, a diploma supplement as defined by the European Commission and the Council of Europe must be issued in Hungarian and English. Upon request, the diploma supplement shall be issued in the Hungarian language and the language of the respective minority in the case of minority education, or in Hungarian and the language of instruction in the case of non-Hungarian language instruction. Upon request, the diploma supplement may also be issued for specialized postgraduate courses. An electronic copy of the issued diploma supplement shall be stored in the academic system, digitally signed by the institution, and timestamped by a certified timestamp provider. Upon request of the holder of the diploma supplement, the institution shall provide a copy based on the record kept in the higher education institution's academic system. Upon request, the diploma supplement shall also be provided in electronic copy form, digitally signed by the institution, and timestamped by a certified timestamp provider.*

Nftv. Vhr. 47. § (1) *The diploma supplement's template is a security document issued by the Office, printed on security paper, and bearing a unique serial number. It consists of A4-sized pages, suitable for printing on both sides and for binding into a single dossier.*

(2) *Before issuance, the higher education institution shall create an authenticated copy of the diploma supplement, which shall be attached to the registration record.*

(3) *Unless otherwise specified in this regulation, the diploma supplement must be issued together with the diploma. The transfer of the document shall be acknowledged through a handover-receipt document.*

(4) The description of the Hungarian higher education system as presented in the diploma supplement shall be reviewed by the Minister, and in case of modifications, the revised description shall be made public.

(5) For the issuance of a duplicate diploma supplement or a new diploma supplement, the provisions of Section 48(5)-(7) shall apply, with the difference that the word "DUPLICATE!" must be clearly indicated on the duplicate, and no endorsement is required for either the duplicate or the new diploma supplement. The applicant for a duplicate shall pay a fee as determined by the regulations of the higher education institution.

Nftv. Vhr. 49. § *The Office shall provide the diploma and diploma supplement templates to the higher education institutions.*

Purpose, Content, and Eligibility of the Diploma Supplement

Section 57

(1) The purpose of the diploma supplement is to provide detailed and factual information about the nature, level, content of the studies pursued, and successfully completed by the holder of the diploma, as an attachment to the diploma attesting to the qualification obtained in higher education. It aims to contribute to the transparency and informed recognition of qualifications abroad. The diploma supplement does not contain any evaluative judgments, does not determine equivalence with the diploma, and does not imply the automatic recognition of the professional qualification.

(2) The Europass Diploma Supplement provides additional information not found in the diploma, including details about acquired skills and competencies, the level of qualification, examination results, entry requirements, and possible further study levels, as well as information about the higher education system in the issuing country. The Europass Diploma Supplement does not substitute for the original diploma and does not imply automatic recognition of the qualification.

(3) The issuance of the diploma supplement is mandatory for both undergraduate and master's degree programs for all students who have graduated after March 1, 2006. The diploma supplement must be issued in Hungarian and English simultaneously, and the first issuance of both versions is free of charge.

(4) Those who graduated between July 1, 2003, and March 1, 2006, can request the diploma supplement in Hungarian for free and the English version at the fee specified in the Student Fees and Benefits Regulation. Students who began their studies in the 1993/94 academic year or later but graduated before July 1, 2003, can request the issuance of the diploma supplement according to the provisions of Act No. LXXX of 1993 for the fee specified in the Student Fees and Benefits Regulation.

(5) The diploma supplement form consists of the following parts:

- a) A thick, off-white cover page bearing the title "Diploma Supplement, Oklevélmelléklet" with the Hungarian coat of arms displayed.
- b) Thin, grayish-green inner pages with printed page numbers, border, Europass logo, and watermark.

(6) The Neptun system database and the diploma supplement form template serve for the creation and archiving of diploma supplements in both Hungarian and English.

Section 58

The issuance and record-keeping of the diploma supplement

(1) At the University, the coordination of tasks related to the diploma supplement and liaising with the Ministry responsible for education are the responsibilities of the head of the Office for Education and Student Affairs and the designated staff member, who acts as the diploma supplement coordinator. The diploma supplement coordinator oversees compliance with the provisions of this Regulation and maintains communication with the diploma supplement coordinators appointed in the Academic Affairs Departments.

(2) Department heads shall designate faculty-level diploma supplement coordinators who, at the faculty level, coordinate tasks related to the diploma supplement in collaboration with academic officers.

(3) The central system administrator of the Neptun system shall perform their duties in system administration.

(4) The responsibilities of the faculty-level administrators of the Neptun system include familiarity with the functionality of the academic system for diploma supplements and assisting diploma supplement coordinators in the Academic Affairs Departments in resolving issues for which they no longer have authorization.

(5) The necessary orders shall be placed by the Academic Affairs Departments, with prior notification to the designated diploma supplement coordinator of the Office for Education and Student Affairs.

(6) Prior to the issuance of the diploma supplement, the Academic Affairs Departments shall perform data maintenance and verification of archived academic records in both Hungarian and English as follows:

a) The diploma supplement coordinator at the faculty level, in consultation with department heads, verifies and, if necessary, corrects information regarding programs with the assistance of central system administrators and faculty-level administrators.

b) The diploma supplement coordinator corrects data related to course subjects.

c) Data related to students' academic records is verified and corrected by the Academic Affairs Department and academic officers in the educational organizational units.

d) The Office for Education and Student Affairs ensures that the description "The Higher Education System in Hungary" issued by the Minister responsible for education and the description related to the University are uploaded into the Neptun system.

e) The central system administrator of the Neptun system, along with the faculty-level administrator, prepares and maintains the academic system for handling diploma supplements. At least two months before the issuance of diploma supplements, they finalize and, if necessary, correct the templates for diploma supplements, with the involvement of the heads of the Academic Affairs Departments, especially when new programs are launched, to determine faculty-specific data for the program.

f) The faculty provides a commission for the professional translation of the texts to be included in the comments section and any faculty-specific sections of the diploma supplement.

(7) The issuance of the diploma supplement is carried out using the approved form template. The central system administrators and faculty-level administrators are responsible for providing the approved diploma supplement form template through the Neptun system. Based on the data stored in the Neptun system, academic officers print the diploma supplements on numbered security paper, bind the printed diploma supplement, and authenticate it with the signature of the head of the Academic Affairs Department or the authorized diploma supplement coordinator, as well as the University's stamp. The Neptun system archives the issued diploma supplement in the database.

(8) The diploma supplement must be issued to the student simultaneously with the diploma.

(9) The diploma supplement must be numbered, and in the designated record book for this purpose, the issued supplement's serial number, owner's name, birth data (place, year/month/day), diploma number, and the date of issuance (handover-receipt) must be recorded.

Duplicate Diploma Supplement

Section 59

(1) A reissued diploma supplement must be entered into the record book with the annotation "DUPLICATE" and the date of issuance. In the event of loss, theft, or destruction of the original diploma supplement, the former student may request the reissuance of a duplicate diploma supplement in writing. The written request must be submitted in person to the Academic Affairs Departments or sent by mail. The written request must include the following information for the identification of the former student:

- a) First and last name;
- b) Mother's maiden name;
- c) Place and date of birth;
- d) Name of the completed program or specialization with a successful final examination;
- e) Date of the successful final examination;
- f) Diploma number and date of issuance;
- g) Language of the duplicate diploma supplement (Hungarian or English);

h) Preferred method for receiving the completed duplicate diploma supplement (in-person pickup or mailing).

In case of missing information in the request, the Academic Affairs Department will request the applicant to provide the missing details.

(2) The issuance of a duplicate diploma supplement is based on archived data, and the reissued diploma supplement must be entered into the record book with the annotation "DUPLICATE" and the date of issuance.

(3) The fee for the issuance of the duplicate diploma supplement is specified in the Student Tuition and Benefits Regulation. Payment of the fee must be verified at the time of submitting the request for the duplicate issuance at the Academic Affairs Department. Failure to provide proof of payment will result in the request not being processed.

Chapter XI

Data Handling

Nftv. 18. § (1) *The higher education institution shall keep personal and special data that are indispensable for*

a) its proper operation,

b) the exercise of the rights and fulfillment of the obligations of applicants and students,

c) the organization of education and research,

d) the exercise of employer's rights and the exercise of the rights and fulfillment of the obligations of teachers, researchers, and employees,

e) maintaining the records required by legislation,

f) establishing, evaluating, and certifying the entitlement to benefits provided by legislation and the organizational and operational regulations of the higher education institution,

g) tracking the career paths of graduates of Sections 15 and 16.

(2) *The scope of the data recorded pursuant to paragraph (1), the purpose and duration of data processing, and the conditions for the transmission of the recorded data are specified in Appendices 3 and 6. The recorded data may be used for statistical purposes, and for this purpose, they may be transmitted to the official statistical service.*

(3) *The higher education institution is obliged to perform the verification of data stored in the student information system and the preliminary verification and authentication of data and electronic forms submitted through the student information system, primarily through the use of the Regulated Electronic Administrative Services (SZEÜSZ) and the Central Electronic Administrative Services (KEÜSZ), to reduce student attrition and promote successful admission procedures, in accordance with the prescribed procedures and content specified in the regulations.*

(4) *The higher education institution is required to maintain a high school ranking, separately for each program, based on the data stored in the student information system,*

in order to reduce student attrition and promote successful admission procedures. This information, along with related statistical data, must be made electronically accessible through the student information system to all users of the system and to the Registration and Student Information Systems as specified in the National Public Education Registration and Student Information Systems Act (Szkt.).

Nftv. Appendix 3 to Act CCIV of 2011

I. Personal and Special Data Registered and Managed in Higher Education Institutions

I/B. Student Data

Data Registered Under This Act:

a) Data Related to Admission:

aa) Applicant's last name and first name, gender, paternal and maternal last name at birth, place and date of birth, nationality, residence, place of stay, mailing address, and phone number, in case of non-Hungarian citizens, the legal basis for residing in Hungary and the document authorizing residence - for individuals exercising the right of free movement and residence, the document confirming the right of residence - data of the Hungarian identity card, Hungarian family member card, international insurance document,

ab) Data on the secondary school leaving examination,

ac) Data on the secondary school,

ad) Data necessary for the evaluation of the admission application,

ae) Data on the admission procedure, admission identifier;

af) Identifier number of the declaration according to Section 48/D (2);

b) Data Related to Student Status:

ba) Student's name, gender, birth name, mother's name, place and date of birth, nationality, residence, place of stay, mailing address, phone number, email address, in case of non-Hungarian citizens, the legal basis for residing in Hungary and the document authorizing residence - for individuals exercising the right of free movement and residence, the document confirming the right of residence - designation and number,

bb) Type of student (guest student) status, date and method of establishment and termination, name of the program pursued by the student, its state support and schedule, expected completion date of the program, evaluation of the student's studies, examination data, semesters started, utilization of support time, suspension of student status,

bc) Location and time of foreign higher education partial studies,

bd) Credits obtained and recognized during the program, credited studies,

be) Data on student benefits, data necessary for assessing entitlement to benefits (social situation, parental data, maintenance-related data),

bf) Data on student employment,

- bg) Data related to student disciplinary and compensation cases,*
- bh) Data necessary for assessing special treatment entitlement for individuals with disabilities,*
- bi) Data related to student accidents,*
- bj) Student identification card number, registry identifier,*
- bk) Student's education identification number, personal identification document number, photograph, social security identification symbol,*
- bl) Electronic copies of the thesis (diploma thesis) and diploma supplement, data related to completion of practical training, obtaining the certificate of studies, final examination (doctoral defense), language proficiency examination, and diploma, data related to the diploma and diploma supplement,*
- bm) Data necessary for fulfilling the rights and obligations arising from student status;*
- c) Data related to student tracking;*
- d) Student's tax identification number;*
- e) Data for identifying the documents confirming the data;*
- f) Data on fees and charges paid by the student – data related to installment payment discounts, deferments, exemptions –;*
- g) Data on student or housing support, if received due to participation in child care benefit, childcare support, child-rearing allowance, childcare allowance, or regular child protection support, or due to their disadvantaged situation;*
- h) Data on scholarships granted for the purpose of supporting the student's studies, established by the Government by regulation pursuant to Section 85 (1) and (2).*
- i) Data related to student competence assessment, including its results;*
- j) Data on the existence and type of loans granted by the Student Loan Center, as well as, in the case of tied-purpose loans, the amount of student loan requested by the student, the loan agreement number, the amount transferred to the higher education institution, and the date of transfer.*
- k) the date and reason for removal from the register of identity and address.*

Purpose of Data Processing: As per Section 18 (1), the higher education institution may process personal and special data only for the purposes related to the legal relationship, determining and fulfilling benefits, discounts, and obligations, for national security reasons, for the management of records defined in this law, in a manner that is appropriate to the purpose and directly linked to it.

3. Duration of Data Processing: Data may be processed for up to eighty years from the notification of the termination of the student status.

4. Conditions for Data Transmission: Data may be transmitted:

a) to the maintainer for all data related to maintaining tasks,

b) to the court, the police, the prosecution, the judicial executor, and the state administrative authority for data necessary for the specific case's resolution.

Purpose of Data Processing: As per Section 18(1), the higher education institution may process personal and special data only for the purposes related to the legal relationship, determining and fulfilling benefits, discounts, and obligations, for national security reasons, for the management of records defined in this law, in a manner that is appropriate to the purpose and directly linked to it.

Duration of Data Processing: Data may be processed for up to eighty years from the notification of the termination of the student status.

Conditions for Data Transmission: Data may be transmitted:

a) to the maintainer for all data related to maintaining tasks,

b) to the court, the police, the prosecution, the judicial executor, and the state administrative authority for data necessary for the specific case's resolution.

c) to the national security service for all data necessary for the tasks defined in the National Security Act;

d) to the authority responsible for the operation of the higher education information system for all data;

e)

f) to the authority responsible for keeping records of compliance with the conditions for the Hungarian state scholarship for information related to education and student status.

NKE tv. 21. §: A student status can only be established with a person who has no criminal record.

NKE tv. 21/A. (7): The University may transmit the personal student data it manages to the body entering into a scholarship contract with the student or the body enrolling the student in contractual or professional status if such data are necessary for verifying the rights and obligations of the student as set out in the scholarship contract concluded between the student and the enrolling body regarding the support of the student's studies at the University. The body entering into a scholarship contract or enrolling the student in contractual or professional status may process the personal data transmitted by the University for the purpose defined above only to the extent, manner, and duration necessary for the achievement of the purpose of data processing, but not for more than five years after the termination of the contract.

NKE tv. 22. §: In the basic and master's degree programs for military officers and in the law enforcement training, a student status cannot be established for a person who:

a) has a clean criminal record but has been found criminally liable for a criminal offense by a final judgment of the court,

aa) for a custodial sentence of five years or more for an intentional criminal offense, until twelve years have elapsed from the date of release,

ab) for a custodial sentence of less than five years for an intentional criminal offense, until ten years have elapsed from the date of release,

ac) for a custodial sentence, whether in full or in part, suspended, for an intentional criminal offense, until eight years have elapsed from the date of release,

ad) for community service or a fine imposed for an intentional criminal offense, until five years have elapsed from the date of release,

ae) for a custodial sentence imposed for a negligent criminal offense, until eight years have elapsed from the date of release,

af) for a suspended sentence imposed for a negligent criminal offense, until five years have elapsed from the date of release,

ag) for community service or a fine imposed for a negligent criminal offense, until three years have elapsed from the date of release, and

b) against whom the court has applied involuntary medical treatment, until three years have elapsed from the date when the final judgment ending the involuntary medical treatment became legally effective,

c) who has been granted probation by the court, until three years have elapsed from the expiration of the probationary period, or, if the probation period is extended, until three years have elapsed from the end of the extended probation period,

d) is under criminal proceedings - excluding private prosecution or supplemental private prosecution.

NKE tv. 23. § (1) *The fact that the disqualifying reasons defined in Sections 21 and 22 do not apply shall be verified by:*

a) The person intending to establish a student status upon enrollment at the University,

b) During the existence of the student status, the student, upon written request from the University, within fifteen working days from the date of the request, or if it is not possible within this deadline due to reasons beyond the student's control, immediately after the cessation of such reasons, provides official certification.

(2) The University may, in writing, during the existence of the student status and with an explanation of the legal consequences of negligence, call on the student to prove that the disqualifying reasons defined in Sections 21 and 22 do not apply to them. If the student proves that the disqualifying reasons defined in Sections 21 and 22 do not apply to them, the University shall reimburse the administrative service fee paid for the procedure for issuing an official certificate for the purpose of verification.

(3) The University processes personal data obtained on the basis of the provisions of paragraph (1) for the purpose of determining the existence of the disqualifying reasons defined in Sections 21 and 22:

a) Until the date of the decision to establish a student status,

b) In the case of establishing and maintaining a student status, until the termination of the student status.

Section 60

(1) Within the scope of this Regulation, the processing of personal data shall be carried out in accordance with the relevant legislation, this Regulation, the additional regulations belonging to the Organizational and Operational Regulations' Student Requirement System, the regulation on the protection and security of personal and public interest data, and, with respect to the Neptun system, the Neptun Regulations.

(2) Within the scope of this Regulation, the processing of personal data is based on public interest and legal provisions pursuant to Article 6(1)(c) and (e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. The legal provisions are defined in Section 18 of the National Higher Education Act, Chapter I/B of Annex 3 to the National Higher Education Act, Section 21, Section 21/A(7), and Sections 22-24, Chapter XX of Act CCV of 2012 on the Status of Military Personnel, and Chapter XXVII of Act XLII of 2015 on the Service Status of the Professional Staff of Law Enforcement Agencies. The purpose of data processing is determined by Section 18(1) of the National Higher Education Act, Point 2 of Chapter I/B of Annex 3 to the National Higher Education Act, and Section 23(3) of this Regulation. The detailed data protection information on personal data processing is provided by the Secretary-General in a circular. The University informs the data subjects about data processing.

Chapter XII

Final Provisions

Section 61

(1) This Regulation was adopted by the Senate through Decision No. 60/2019 (May 29, 2019).

(2) This Regulation shall enter into force on August 1, 2019.

(3) Simultaneously with the entry into force of this Regulation, the Regulation adopted by the Temporary Senate of the University, Decision No. 94/2012, shall be repealed.

(4) Considering that this Regulation does not contain any provisions to be applied in the hierarchical system defined in the Act CCIV of 2011 on National Higher Education, which was repealed according to subsection (3), this Regulation shall also apply to students who have student status at the time of its entry into force.

(4a) The Senate supports the special educational and learning provisions for the 2020/2021 academic year, I. term, as well as their maintenance, introduced by the Rector on November 11, 2020, in accordance with Government Regulation No. 484/2020 (November 10, 2020) regarding the second phase of protective measures to be applied during the state of emergency. In accordance with these measures, until the end of the term, all education shall be provided exclusively in the form of distance education as defined in this Regulation, with the possibility of holding certain curricular activities as classroom-based lessons, should it be permitted by the Minister responsible for public administration

development exercising the rights of the maintainer, according to Section 14 (3) of Government Regulation No. 484/2020 (XI. 10.).

(4b) The Senate supports the special provisions for distance examination and final examination for the 2020/2021 academic year, I. term, as well as their maintenance, introduced by the Rector on November 30, 2020, in accordance with Government Regulation No. 484/2020 (November 10, 2020). In accordance with these measures, until the end of the term, examinations shall be provided exclusively in the form specified in Section 35 (13a) or (13b), regardless of the recommended curriculum. The subject coordinator decides which form of distance examination shall be applied for a given subject, with the possibility of differentiating between examination and re-examination, or retake examination. Final examinations scheduled during this period shall be conducted in the form specified in Section 35 (13b).

(4c) The Senate supports the special educational and learning provisions for the 2020/2021 academic year, II. term, as well as their maintenance, introduced by the Rector on January 19, 2021, in accordance with Government Regulation No. 484/2020 (November 10, 2020). In accordance with these measures, until general classroom-based education is permitted by the relevant legal regulations, all education shall be provided exclusively in the form of distance education as defined in this Regulation for the 2020/2021 academic year, II. term. Should the Minister responsible for public administration development, exercising the rights of the maintainer, grant permission in accordance with Section 14 (3) of Government Regulation No. 484/2020 (XI. 10.), certain curricular activities may also be conducted as classroom-based lessons.

(4d) The Senate supports the special provisions for distance examination for the 2020/2021 academic year, II. term, as well as their maintenance, introduced by the Rector on April 22, 2021, and amended on May 13, 2021, in accordance with Government Regulation No. 484/2020 (November 10, 2020) regarding the second phase of protective measures to be applied during the state of emergency.

(4e) In the event that a state of emergency is declared due to the new coronavirus pandemic, the Rector, through a decision and for a maximum period of 30 days, may order – deviating from the recommended curriculum – the mandatory application of distance education, distance examination, and final examination rules, until the introduction of certain forms of distance education or distance examination by the Senate, in accordance with Section 14 (3) of Government Regulation No. 484/2020 (XI. 10.). In this case, the rules regarding the forms of examination specified in Section 35 (13a) b) and c), as well as Section 35 (13b) shall apply accordingly.

(4f) During a public health emergency, students who are unable to participate due to health reasons must be offered the form of examination specified in Section 35 (13a) b) and c). Section 43 (1a) shall not apply during a public health emergency.

(4g) In the event that students of the Faculty of Military Sciences and Officer Training or the Faculty of Law Enforcement Studies are required to fulfill special service obligations that are incompatible with the academic schedule during a health crisis or public health emergency, the Dean, with the approval of the Rector, shall issue special measures regarding the unique conditions and requirements for teaching and knowledge assessment of students at the Faculty.

(4h) The settlement rules according to Section 19/A (9) shall be applied for the first time during the settlement of the teaching time allocated to the 2020/2021 academic year.

(4i) If a national state of emergency related to the new coronavirus pandemic is lifted during an academic semester, the deadlines specified in Section 19/A (2) and the conditions defined in Section 19/A (3) shall not apply regarding the application of distance education methods for that academic semester.

(5) The Vice-Rector responsible for academic affairs is authorized, with the participation of the Legal Directorate, to incorporate non-material changes into the Regulations in the event of modifications to legal provisions mentioned in this Regulation, without affecting the provisions of the Regulation. They shall also ensure the publication of such modifications.

(6) In matters delegated to the deans and academic vice-deans within the scope of this Regulation, the Director of the Institute for Public Administration and Continuing Education, in the case of specialized further education programs maintained by the Faculty of Public Administration and International Studies and the Institute for Public Administration and Continuing Education, shall act in accordance with the relevant provisions of this Regulation.

Pledge of the Student

(for individuals without Hungarian citizenship)

I, [Your Name], solemnly pledge that, as a student at the Ludovika University of Public Service, I will uphold the Fundamental Law of Hungary, its legislation, and the internal regulations of the University. I commit to fulfilling my academic obligations to the best of my knowledge and with integrity.

I will preserve the traditions and good reputation of the University and will always exhibit conduct befitting a student of the University. I will show respect towards my leaders, instructors, fellow students, and University staff.

With steadfast diligence and exemplary discipline, I will strive to acquire the knowledge taught, become a well-rounded and highly educated professional, and dedicate my knowledge to the service of the public, to uphold the law and justice, for the benefit of my homeland and nation.

Date:

Signature:

[Neptun Code]

Definitions of Key Terms

ECTS (European Credit Transfer and Accumulation System): A European credit transfer system that facilitates greater student mobility among higher education institutions that adhere to the ECTS principles.

Electronic Study Records System: An IT program (Neptun system) suitable for recording personal, academic, and examination-related data in compliance with applicable laws.

E-Seminar: An online group session where students interactively address individual and group tasks in writing, based on a predefined agenda, within a closed online environment, typically led by a seminar tutor.

Upward Compatibility: An organizational principle in educational planning, whereby new or modified study and examination requirements can be applied to students who commenced their studies after the introduction of these requirements or, at their discretion, choose to prepare for examinations based on the new or modified study and examination requirements.

Dual-Status Student: A member of the professional or contractual staff under the Act CCV of 2012 on the Legal Status of Soldiers or Act XLII of 2015 on the Service Status of Professional Members of Law Enforcement Agencies, who is pursuing studies at the University under state-funded education and is not obligated to pay tuition fees.

Criterion Requirement: A mandatory requirement specified in the study and output requirements or the recommended curriculum that must be fulfilled during a specific stage of the program and does not carry credit.

Public Service Scholarship Student: A student defined in Section 21/A (1) (a) of Act NKE tv.

Course: The fundamental teaching unit of a subject, a publicly offered format that students can enroll in.

Course Enrollment: A compulsory task for students to select the specific instructor and location where they intend to acquire the knowledge covered by a given course after enrolling in the subject.

Module: A curriculum unit aligned with the study program that includes subjects with related content, either thematically, with respect to the study program's objectives, or for the purpose of specialization, bundling related knowledge from multiple programs. Modules can be sequential or mutually exclusive.

Online Lecture: A lecture conducted using an IT application that provides simultaneous video and audio transmission.

Online Written Exam, Online Oral Exam: Knowledge assessment carried out using an IT application that provides simultaneous video and audio transmission.

Online Seminar, Online Practice: Group work conducted through an IT application that provides simultaneous video and audio transmission.

Take-Home Written Exam: A task issued through the University's provided ICT application and completed by the student within a specified time frame through the same application. It is not considered an online exam.

Law Enforcement Scholarship Student: A student admitted to full-time education who, based on a scholarship agreement with a law enforcement agency as defined in Act XLII

of 2015 on the Service Status of Professional Members of Law Enforcement Agencies, is pursuing their studies but is not a candidate for office or a dual-status student.

Study Period: The period for which the student enrolls.

Distance Learning and Distance Examination: Encompasses all methods by which a student, regardless of the educational schedule, can fulfill academic obligations provided through IT applications provided by the University without physical presence. Cases include:

- a) Partially introduced teaching and knowledge assessment as defined in Sections 19/A-B.
- b) Individual student pandemic-related impediment-based teaching and knowledge assessment.
- c) Teaching and knowledge assessment methods generally introduced due to the epidemiological situation.
- d) Teaching and knowledge assessment as defined in Section 19/C.
- e) Teaching and knowledge assessment applied due to justified reasons as defined in Section 19/D.
- f) Knowledge assessment as defined in Section 20 (6a).

Candidate for Office:

- a) As defined in Section 2, point 12 of Act CCV of 2012 on the Legal Status of Soldiers, a candidate for a military officer is a person admitted to basic military officer training who, during the training period, is in a student status and in accordance with the regulations of Chapter XX of the Act, enters into a contractual service relationship.
- b) As defined in Section 22a of Act XLII of 2015 on the Service Status of Professional Members of Law Enforcement Agencies, a candidate for a law enforcement officer is a person admitted to basic law enforcement training who, during the training period, is in a student status and in accordance with the regulations of Chapter XXVII of the Act, is in a candidate for office service relationship.
- c) As defined in Section 33a of Act CXXX of 2020 on the Legal Status of Personnel of the National Tax and Customs Administration, a candidate for a tax and customs officer is a person admitted to basic law enforcement training who, during the training period, is in a student status and in accordance with the regulations of Chapter XXVII of the Act, is in a candidate for office service relationship.

Web Lecture: A video lecture recorded in the University's studio or classroom with the involvement of an instructor, typically used for fulfilling lecture requirements or providing study material and included in the Ludovika webinar.

The deadline for submitting applications in academic and examination matters.

The type of application	The deadline for submitting the application	Decision-maker
1) Dean's discretion (Section 5, Paragraph 1, Subsection b)	Within 8 days from the date of the relevant academic or examination obligation being omitted or from the cessation of the impediment.	dean
2) Transfer (Section 5, Paragraph 1, Subsection d)	Within 5 working days following the last day of the examination period.	dean
3) Permission for a student from another higher education institution to establish guest student status at the University (Section 5, Paragraph 1, Subsection e)	By the 10th working day preceding the first day of the registration period.	dean
4) Permission to pursue partial studies (Section 5, Paragraph 1, Subsection f)	According to the Dean's decision regarding the announcement of partial studies, within 3 working days following the unsuccessful examination.	dean
5) Permission for the repetition of an unsuccessful final exam component, for a maximum of one failed final exam component, within the same final exam period (Section 5, Paragraph 1, Subsection g).	Until the last day of the registration period.	dean
6) Permission to enroll in courses not recommended for a student participating in another program at the University via the Neptun system (Section 5, Paragraph 1, Subsection i).	Within the fifth working day following the registration period.	dean
7) Permission for enrollment or registration beyond the registration period (Section 7, Paragraph 1, Subsection j).	From the last day of the registration period until the 10th working day.	Academic Department Head

The type of application	The deadline for submitting the application	Decision-maker
8) Permission for course registration beyond the fifth working day following the registration period, in the case of officer cadets, law enforcement scholarship recipients, and dual-status students, and in the case of other students (Section 7, Paragraph 1, Subsection k).	Within five working days following the registration period.	Academic Department Head
9) Permission for course registration (Section 7, Paragraph 1, Subsection l).	From the last day of the registration period until the 10th working day, or in the case of a final exam subject, up to 15 days before the exam registration.	Academic Department Head
10) Permission for course registration following the registration period (Section 7, Paragraph 1, Subsection m).	Within five days following the closure of the course registration period.	Academic Department Head
11) Handling objections related to course registration (Section 7, Paragraph 1, Subsection n).	According to the Dean's decision regarding the announcement of partial studies, within 3 working days following the unsuccessful examination.	Academic Department Head
12) Permission for course registration that deviates from the course registration order specified in the preliminary curriculum (Section 8, Paragraph 2, Subsection a).	Until the first day of the registration period.	HTVSZÜB
13) Permission to complete the mandatory professional internship at a different time than prescribed in the curriculum (Section 7, Paragraph 1, Subsection o).	Until the last day of the registration period.	Academic Department Head
14) Permission for a discounted study plan (Section 8, Paragraph 2, Subsection c).	Except for the cases defined in Section 20(1)(h), by the end of the second week of the term:	HTVSZÜB

The type of application	The deadline for submitting the application	Decision-maker
15) Transfer (Section 8, Paragraph 2, Subsection d).	- Until the first day of the registration period.	HTVSZÜB
16) Change of program, program specialization, program language, or study schedule (Section 8, Paragraph 2, Subsection e).	- In the case of transfer accompanied by course transfer, within 5 working days following the last day of the examination period of the preceding academic semester.	HTVSZÜB
17) Permission for the suspension of student status (Section 8, Paragraph 2, Subsection f).	Until the last day of the examination period of the preceding academic semester.	HTVSZÜB
18) Retroactive suspension of the ongoing semester (Section 8, Paragraph 2, Subsection g).	In the cases described in Section 31(2), until the first day of the registration period.	HTVSZÜB
19) Permission for the completion of an exam outside the official examination period (Section 8, Paragraph 2, Subsection h).	In the case of a transfer accompanied by program change, within 5 working days following the last day of the examination period of the preceding academic semester.	HTVSZÜB
20) Permission for preliminary examination (Section 8, Paragraph 2, Subsection i).	10 business days before the planned pre-exam date, but no later than the last week of the semester	HTVSZÜB
21) Revision of a successful examination in the fourth subject (Section 8, Paragraph 2, Subsection j).	10 business days before the last day of the exam period	HTVSZÜB
22) Consent for education pursued in an EEA Member State in the case of a student's application referring to Sections 81(3)-(4) of Act Nftv (Section 8, Paragraph 2, Subsection k).	by the first day of the registration period	HTVSZÜB

The type of application	The deadline for submitting the application	Decision-maker
23) Extension of the support period for a student with disabilities (Section 8, Paragraph 2, Subsection l).	by the first day of the registration period	HTVSZÜB
24) Disputed matters concerning the individual study schedule of the student (Section 8, Paragraph 2, Subsection m).	by the last day of the registration period	HTVSZÜB
25) Activation of passive student status for applications submitted beyond the fifth working day following the registration period but within 30 days after the commencement of the academic term (Section 8, Paragraph 2, Subsection n).	within 30 days after the start of the semester, but no later than October 15th in the fall semester and March 15th in the spring semester.	HTVSZÜB
26) Recognition request (Section 9).	<p>Until the end of the registration period.</p> <p>For partial studies conducted as a guest student, the documentation of courses completed must be submitted by February 15 for the fall semester or by February 28 for participants in foreign partial studies. If the student has not yet received the documentation, it must be submitted by March 31. For the spring semester, the deadline is September 15, and the documentation should be submitted to the Academic Department.</p> <p>By the end of the first week of the examination period in cases where a student completes a course at another higher education institution during the current academic semester due to the absence of course offerings at their home institution.</p>	KÁVB

The type of application	The deadline for submitting the application	Decision-maker
27) Request for exemption from meeting the physical education criteria.	Within 5 working days following the occurrence of the impediment, or in other cases, by the end of the registration period.	Head of the Department of Physical Education and Combat Sports, or the Head of the Military Physical Education and Sports Center.
28) Challenging a grade recorded in the Neptun system (Section 47).	Within 14 days following the conclusion of the academic period.	Head of the relevant educational organizational unit.
29) Securing the confidentiality of a thesis.	Within 60 days from the finalization of the topic registration by the University.	Dean.

Rules Regarding Theses

I. Topic Announcement and Application

Students participating in undergraduate programs prepare a thesis in accordance with the program's educational and output requirements. Students in master's programs prepare a diploma thesis (hereinafter referred to collectively as "thesis"). Students in specialized postgraduate programs prepare a thesis in accordance with the program's educational requirements, with the understanding that the program may deviate from the content and formal requirements defined in this annex regarding the thesis.

The topic list for theses is published by the Deputy Dean for Education in cooperation with the Heads of Specializations and the heads of educational units responsible for education (hereinafter collectively referred to as "authorized topic announcers") by September 15 in the case of the fall semester topic selection period and by February 28 in the case of the spring semester topic selection period.

In the case of the fall semester topic selection period, students choose a topic between September 16 and October 15, and in the case of the spring semester topic selection period, between March 1 and April 15. However, the Dean of the Faculty of Law Enforcement may, on a program basis (specialization or specialization direction), decide that students choose a topic in the last 45 days of the academic semester preceding the final examination academic year. If the recommended curriculum lists the thesis development as two semester subjects, students choose a topic during the topic selection period preceding the academic semester's first offering according to the recommended curriculum for the thesis subject.

The deadline for finalization of the topic registration by the University and informing the student is October 31 for the fall semester topic selection period and the last day of the examination period of the academic semester preceding the final examination academic year for the spring semester topic selection period.

4a. Considering the nature and duration of specialized postgraduate programs, contrary to point 3, the deadline for topic selection is October 1 to October 31 in the case of the fall semester topic selection period and April 1 to April 30 in the case of the spring semester topic selection period. Furthermore, contrary to point 4, the deadline for finalization of the topic registration by the University is November 15 in the case of the fall semester topic selection period and May 15 in the case of the spring semester topic selection period.

If a student does not choose from the offered topic list, they must obtain approval for their chosen topic from the authorized topic announcer during the period specified in points 3-4. Only tasks that can be elaborated under the guidance of the thesis supervisor (consultant) between the topic selection and submission deadlines, based on the knowledge acquired during the program, can be assigned. The student must demonstrate that they have gained sufficient proficiency in applying knowledge practically.

A paper presented at the Institutional and National Scientific Student Conference, regardless of the placement it received, can be submitted as a thesis if it meets the content and formal requirements of the thesis and is accepted as a thesis topic by the authorized topic announcer. The topic's acceptance as a thesis will be proposed in writing, no later

than the date of thesis topic announcements, following the publication of the results of the conference in a resolution. If the authorized topic announcer does not accept the topic as a thesis, the student must choose a new topic.

II. Preparation, Consultation, Submission

1. All literary works used in the preparation of the thesis are intellectual property belonging to the author and protected by the Copyright Act (Act LXXVI of 1999). When quoting from other copyrighted works, the general rules applicable to the nature of quotations must be observed, whether they are literal or non-literal. Citing the quoted work is mandatory for both literal and non-literal quotations.

1.a. If a student conducts an interview for the thesis and wishes to include personal data of the interviewee or personal data of another person, the student must follow data protection regulations, including anonymization or rendering the data non-identifiable, unless it is publicly available data, quotes, or falls within the scope of public interest or the free debate of public affairs.

2. When preparing computer program documentation as a thesis, the introductory and concluding sections, as defined in Chapter VI of this annex, must also be prepared.

3. The authorized topic announcer ensures that the student is assigned a professional supervisor who is well-versed in the chosen field. Supervisors from other faculties and external experts may also be appointed as supervisors. External supervisors must hold a master's degree, university degree, or, in the case of a thesis, have at least 5 years of professional experience and possess a bachelor's or college degree.

4. After finalizing the topic registration, the student must consult with their supervisor at least three times during the preparation of the thesis, with each consultation being documented and signed. If consultations do not occur in accordance with the requirements specified in this point, the thesis cannot be submitted for evaluation and defense. The supervisor will issue a participation certificate regarding the supervision, based on the sample document provided in Appendix 3 of this annex (the dean may decide on expanding the sample document to meet faculty requirements). The supervisory opinion, confirming the completion of the examination specified in point 5, must be prepared based on the sample document provided in Appendix 4 of this annex (the dean may decide on expanding the sample document to meet faculty requirements). The participation certificate and the supervisory opinion must be prepared in two original copies, one of which is attached to the final examination protocol, and one copy is given to the student. The supervisory opinion must be uploaded to the Neptun system.

5. The supervisor is responsible for conducting an examination using plagiarism detection software provided by the University, which verifies the content of electronic documents for similarity. Only theses that have been checked are eligible for defense.

5a. The student may request a change of thesis supervisor or topic, or a modification of the topic, up to 90 days before the thesis submission deadline, from the authorized topic announcer. The Head of the Academic Affairs Department or the Head of the Educational Management Department will review the conditions for fulfilling the request and, after consultation with the educational unit, make a decision on the request. In the case of approval for changing the supervisor, the new supervisor must be designated within 30 days. If the change of supervisor is necessary due to reasons within the supervisor's sphere

of interest, the authorized topic announcer will designate a new supervisor within 30 days following the supervisor's indication.

6. The completed thesis must be submitted by the student by April 30th for the summer final examination period and by November 30th for the winter final examination period, except for the exceptions specified in point 7a. If any of these deadlines fall on a public holiday, the student must submit the thesis by the next working day at 2:00 PM. If the student does not submit the thesis by this deadline, they will not be eligible to take the final examination in the subsequent final examination period.

7. The dean, based on a decision affecting all students in the given program, may advance the submission deadline to no earlier than April 15th or November 15th, provided that it coincides with the deadline for announcing topics. If any of these deadlines fall on a public holiday, the student must submit the thesis by the next working day at 2:00 PM. The dean may also specify that during the period between the submission deadline determined by the dean and the deadline specified in point 6, the student may submit the thesis by paying the fee specified in the Student Fee and Support Regulations.

7a. If the dean, in the case of two or three-year programs, does not specify an earlier submission deadline as described in point 7, they may also determine that the student can submit the thesis by May 15th or December 15th, provided that the student pays the fee specified in the Student Fee and Support Regulations. If the student does not submit the thesis by this deadline, they will not be eligible to take the final examination in the subsequent final examination period.

8. The submission of the thesis and related documents, with the exception of point 9, shall be carried out by uploading them to the Neptun system. The submission of the thesis shall be deemed valid if the student fully submits (uploads) the documents specified in Chapter VII of this annex together with the thesis, and in the case of late submission as specified in points 7 and 7a, pays the applicable fee. The student should upload the thesis and the mandatory appendices (plagiarism statement, confirmation of participation in consultations, and the declaration of usage) as separate documents into the Neptun system. The thesis should be uploaded in a format that allows electronic searching within the document.

9. The handling of the thesis containing classified information shall be done in accordance with Chapter VIII with the specified differences. For the theses prepared in programs related to national security higher education, the regulations stated in points 2.2-2.5 of Chapter VIII are applicable regardless of their grading, with the difference that the unclassified thesis must be submitted in A/4 format in print in two copies and electronically in PDF format to the relevant academic unit.

10. One electronic copy of the theses containing classified information shall be retained by the University Central Library and Archives.

11. The electronic copy uploaded to the Neptun system shall be preserved in accordance with the provisions of Chapter XI of these Regulations and, in electronic form, in the institutional repository operated by the University Library, in accordance with the currently valid Rector's instructions.

12. The cost of preparing the theses shall be borne by the student.

III. assessment

1. The relevant academic unit reviews the Neptun system module, including the submission of the thesis and related documents, the payment of late submission fees if applicable. If necessary, the student is requested to make corrections, and if the submission is complete, the thesis is handed over to the appointed assessor(s).

2. For the assessment of the thesis, an assessor should have at least a bachelor's degree or college degree, and for diploma theses, at least a master's or university degree, and should be knowledgeable in the field. The assessor(s) for the thesis are determined by the party entitled to announce the topic. The supervisor of the thesis cannot be appointed as the assessor.

3. The assessment must be completed no later than one week before the start of the final examination period. The assessment must be made available to the student at least 5 days before the start of the examination to allow the student to prepare.

4. The assessor receives the thesis along with the supervisor's opinion. The assessor makes a proposal for the grading of the thesis and formulates preliminary questions for the defense. The assessment report must be prepared in two original copies, based on the sample provided in Annex 7 of these Regulations (with possible extensions to meet faculty requirements, at the discretion of the dean). One copy is attached to the final examination minutes, and one copy is given to the student. The assessment must be uploaded to the Neptun system.

5. If the assessor recommends rejecting (giving a failing grade to) the thesis, or if a single assessor's assessment results in rejection, the party entitled to announce the topic appoints another assessor. If the opinions of the two assessors differ, the defense of the thesis can proceed, and the candidate can take the final examination. If the opinions of the two assessors are both negative, the defense of the thesis cannot proceed, and the candidate cannot take the final examination. The student can only submit a new thesis in the next submission period. In the case of diploma theses, if the opinions of the two simultaneous assessors differ, the defense of the thesis can proceed, and the candidate can take the final examination. If the opinions of the two assessors are both negative, the defense of the thesis cannot proceed, and the candidate cannot take the final examination. The student can only submit a new thesis in the next submission period.

6. If no assessment has been received by the deadline specified in point 3, the party entitled to announce the topic appoints a new assessor on the following day. If the student does not receive the assessment by the deadline specified in point 3 as a result of the above procedure, a new deadline must be provided for the student within the same final examination period.

7. If the supervisor indicates in the supervisory opinion the suspicion of a copyright infringement/plagiarism or other disciplinary offense, the supervisor attaches the results of the verification and, at the same time as uploading the supervisory opinion to the Neptun system, notifies the relevant academic unit. If the assessor agrees with the supervisory opinion, the assessor will confirm this on the assessment form and will not recommend the defense of the thesis. When uploading the assessment form to the Neptun system, the assessor notifies the relevant academic unit and the head of the academic department of

the suspicion of disciplinary offense. If both assessors confirm the suspicion, the head of the academic department forwards the case files to the person exercising disciplinary jurisdiction (dean) through the deputy dean for education for the initiation of disciplinary proceedings and informs the relevant academic unit. In this case, the defense cannot proceed, and if the offense is finally established, the student must submit a new thesis, at the earliest in the next submission period. If it is definitively determined that the student did not commit an ethical or disciplinary offense, the final examination must be organized for the student without delay.

IV. Defense and Evaluation

1. The defense of the thesis - unless the recommended curriculum specifies otherwise - is part of the final examination.
2. Members of the final examination committee review the prepared theses and the questions posed by the examiners before the final examination. During the defense, they may also ask questions to the student.
3. The educational organizational unit responsible for the defense may require a computerized presentation as per the provisions specified in Appendix 8 of this attachment. The duration available for defending the thesis is regulated by the educational organizational unit.
4. During the defense, the following must be presented:
 - a) The title of the thesis, the name of the author, and the name of the supervisor;
 - b) The justification for choosing the topic, the structure of the thesis, and the key contexts of the discussed subject;
 - c) Presentation of the most important chapter or section according to the author;
 - d) Answers to the questions posed by the examiner.
5. The thesis is evaluated by the final examination committee, taking into account the opinions of the examiners, the content and quality of the thesis, the candidate's knowledge related to the subject, reasoning, justification, debating skills, and speaking etiquette. The final grade for the thesis is determined by the final examination committee.
6. A student's single-authored work that has won first to third place or a special award at the National Scientific Student Conference may be recorded as a thesis with an excellent evaluation without a defense, at the discretion of the department head, if the subject was accepted as a thesis topic using the criteria outlined in point I/6. The recording is the responsibility of the Academic Affairs Office or, if the handling of the theses falls under its jurisdiction, the Educational Organization Office.

V. Formal Requirements for the Thesis

1. The thesis must be prepared on a computer using a word processing program, with the "Times New Roman" font and in a justified format.
2. When preparing the thesis, the page settings should be prepared in the following order:
 - Margins:

- Left margin: 3 cm,
- Right margin: 2 cm,
- Top and bottom margins: 2.5 cm;
- Digital margins:
 - Left margin: 2.5 cm,
 - Right margin: 2.5 cm,
 - Top and bottom margins: 2.5 cm;
- Line spacing: 1.5;
- Paragraphs: a 6-point space before and no space after;
- Page numbers: bottom right corner; (Page numbering begins on the page containing the "Introduction" title, starting with the page number corresponding to the current page, e.g., 3, and continues until the end of the "Bibliography" section, with no page numbers in the "Attachments" section)
- Each chapter should start on a new page;
- For paper submissions (Chapters VIII-VIII/A), text should only appear on one side of the pages.

3. Chapter Structure (Displaying Headings):

1: Bold, 12-point font size, uppercase, CENTERED (0 PT SPACING BEFORE; 24 PT SPACING AFTER)

1.1: Bold, 12-point font size (36 pt spacing before; 12 pt spacing after)

1.1.1: Normal, 12-point font size, italicized and underlined (24 pt spacing before; 6 pt spacing after)

1.1.1.1: Normal, 12-point font size, italicized text

4. Displaying Figures and Tables:

Figure captions should be placed below the figures, in bold, 10-point font size. Each figure and table must be referenced in the text.

Foreign-language data must be translated into Hungarian. The creation of figures and tables is the responsibility of the author. In the case of figures taken from other publications, the author must accurately cite the source.

Figures and tables should preferably be placed beneath the relevant text, not in the middle of the text, and should not wrap around the text.

Each figure, image, table, or diagram should have a title. The sizing of figures and images should be consistent throughout the thesis. Tables, figures, or diagrams larger than half a page should be placed in the thesis's appendices. Captions should be positioned above tables and diagrams, while they should be centered and in bold, with a font size of 10,

below figures and images. It is advisable to use a 12 pt spacing before the label and a 6 pt spacing after it, and for the text following a table or diagram, set an 18 pt spacing.

If there are more than 10 inserted figures/images/tables/diagrams, it is advisable to create an index, grouped by different labels (figures, images, tables, diagrams).

The total length of the thesis/dissertation, excluding attachments, should be at least 60,000 and at most 100,000 characters (excluding spaces, but including text boxes, footnotes, and endnotes) for a thesis, and at least 80,000 and at most 120,000 characters (excluding spaces, but including text boxes, footnotes, and endnotes) for a dissertation.

Formal Requirements for Citations:

The text of the thesis must be properly and completely referenced, in alphabetical order, and it should conclude with a bibliography that includes all the referenced source materials.

Additional formatting requirements for citations and the bibliography may be set by the dean.

VI. Structure of the Thesis The suggested structure of the thesis is as follows:

Cover page (based on the sample in Appendix 1 of this attachment)

Thesis title, header, author, supervisor (based on the sample in Appendix 2 of this attachment)

Table of contents

Introduction:

- Justification for choosing the topic
- The topic's context, role, connections, significance, and relevance
- Statement of objectives
- Possible practical applications of the thesis (if applicable)

Main Body (chapter by chapter):

- Problem statement
- Analytical and investigative work
- Drawing conclusions
- Formulating specific recommendations

Conclusion:

- Brief summary of the topic, highlighting the key points
- If necessary, reference to future changes (new regulations, etc.)

- If required, reference to the author's future intentions regarding the developed topic (further research, enhancement, etc.)

Bibliography (listing of used literature, laws, standards)

List of references (if not included in footnotes)

- List of appendices (on a separate page, listing the appendices by number) Example: Appendix 1: Outline of the Legal System Example: Appendix 2: Common Law Legal Systems Worldwide
- Appendices (if there are multiple appendices – text and figures, tables, etc.)

VII. Mandatory Attachments to the Thesis:

1. A signed certificate of participation in consultations, verified by the supervisor (Section II/4).
2. The Copyright Declaration (based on the sample in Appendix 5 of this attachment), which the student completes when uploading the thesis to the Neptun system.
3. A usage declaration signed by the student (based on the sample in Appendix 6 of this attachment).

VIII. Handling of Classified Information

1. When preparing, reviewing, assessing, and defending a thesis containing classified information, one must adhere to the University's Security Regulations and observe confidentiality requirements, with special attention to the personal security conditions of individuals who have access to the thesis containing classified information. Classified material may be typed or typed for on the University premises, in compliance with security regulations, using an accredited computer, in an administrative zone, or on a secure premises.
2. The following provisions apply to the thesis containing classified information: 2.1. Before writing the classified thesis, the student must consult with the University's security officer or their deputy. 2.2. The thesis must be submitted in printed form (1 copy in A/4 format, 2nd copy to be retained by the classifier) and electronically (PDF format) through a registrar, a handling point (classified materials handler), to the relevant academic organizational unit. The thesis must not be uploaded to the Neptun system. 2.3. The 2nd printed copy (bound) and the 4th electronic copy of the theses will be kept by the registrar, following the rules of storing classified materials. 2.4. The documents specified in Chapter VII must be included as annexes to the thesis, including a hard copy of the Copyright Declaration as specified in point VII. 2.5. The consultation report and assessment report will not be uploaded to the Neptun system. 2.6. The binding method of the thesis is determined by the dean. Classified information (thesis) can only be printed and bound at accredited printers or print shops.

VIII/A. Encryption of the Thesis

1. This chapter applies to the thesis, which, in terms of content, involves an obligation of confidentiality towards the student by a legitimate entity (hereinafter referred to as the

principal) to protect the legitimate economic, financial, and business interests of the principal.

2. The procedure for encrypting the thesis begins upon the student's request. The student must attach the certificate (hereinafter referred to as the certificate) according to Appendix 10 of this attachment, obtained from the principal, to the application specified in Appendix 9 of this attachment. The student may submit the application no later than 60 days from the deadline for the University's finalization of the topic registration (Section I, point 4).

3. The dean decides on the subject of the application, taking into account the proposal of the head of the relevant academic organizational unit and the supervisor. The decision on encryption must specify the duration of the confidentiality in accordance with the information contained in the certificate. The decision must be communicated to the thesis supervisor, the head of the Academic Affairs Office, and the head of the relevant academic organizational unit. The student is entitled to receive two original copies of the decision. After the communication of the encryption decision, the thesis supervisor promptly signs the confidentiality declaration according to Appendix 11 of this attachment in two copies. One copy of the supervisor's confidentiality declaration must be attached to the records specified in point 4.

4. The printed thesis must be submitted in two copies in A/4 format, bound, and in electronic (PDF) format on physical media to the Academic Affairs Office, to the designated case handler. The thesis must not be uploaded to the Neptun system. The student must include one original copy and one copy of the encryption decision in the paper copies of the thesis. The electronic version of the thesis must include an electronic copy of the encryption decision, and the storage medium must be marked with the fact of encryption ("Encrypted Thesis") and the encryption decision number.

5. The designated case handler at the Academic Affairs Office maintains a record of encrypted theses, which includes the date of receipt, the student's name, program, thesis title, the encryption decision number, the duration of encryption, the recipient and date of transmission, the date of inspection and the inspector's name, the fact and date of encryption cessation or release.

6. After receiving the thesis, the designated case handler at the Academic Affairs Office is responsible for storing it and ensuring its prompt transfer to the designated case handler of the relevant academic organizational unit.

7. The designated case handler of the relevant academic organizational unit maintains a record of encrypted theses as specified in point 4. The copy submitted electronically is retained until the thesis defense.

8. The supervisor must handle the drafts of the encrypted thesis, both electronically and in paper form, confidentially. After handing them over to the student as the final thesis, the supervisor must promptly destroy them.

9. Before handing over the thesis to the student, the assessor of the encrypted thesis must sign the confidentiality declaration according to Appendix 11 of this attachment in two copies. One copy of the assessor's confidentiality declaration must be attached to the records specified in point 4.

10. The documents specified in Chapter VII must be included as appendices to the thesis, including a hard copy of the Copyright Declaration as specified in point VII. The consultation report and assessment report will not be uploaded to the Neptun system.

11. Only the student and the members of the thesis defense committee, the secretary, the supervisor, and the assessor may participate in the defense of the encrypted thesis. They must sign the confidentiality declaration according to Appendix 11 of this attachment, which becomes part of the thesis defense minutes and commits them to confidentiality.

12. After the thesis defense, the designated case handler of the relevant academic organizational unit submits all three copies of the encrypted thesis, along with all documents and declarations related to encryption, to the designated case handler at the Academic Affairs Office. One paper copy of the thesis is given to the author. The paper and electronic copies of the encrypted thesis will be stored by the Academic Affairs Office.

13. Encrypted theses must always be transported and stored in sealed envelopes, with the label indicating the fact of encryption ("Encrypted Thesis"), its date, number, and duration. Encrypted theses should be stored in a locked safe.

14. If the encryption is for a specified period, the expiration date must be recorded in the register specified in point 4 and added to the encryption clause in the bound thesis and the electronic medium. The dean authorizes the dissolution of encryption before the expiration of the confidentiality obligation at the request of the principal.

15. Before the expiration of the deadline, the principal may grant permission for access to the encrypted thesis for purposes not covered in this chapter. The fact, date, and person accessing the encrypted thesis must be recorded in the register specified in point 4.

16. After the end of encryption or its dissolution, the non-confidential thesis rules, as applied to non-encrypted theses, shall apply to the further handling of the thesis.

IX. Handling of Theses in the Neptun System

The announcement of thesis topics, the registration and finalization of topic selection, the approval of thesis uploads by supervisors, and the assessment of theses will take place through the Neptun system, with the exceptions mentioned in points II/9 and VIII. The detailed procedure for handling theses in the Neptun system will be specified by the Deputy Rector for Educational Affairs.

Appendix 1

Sample External Cover Page

T H E S I S / D I S S E R T A T I O N

**Author
20..**



Appendix 2
Sample Internal Cover Page
Ludovika University of Public Service
..... **Faculty**
..... **Department**
..... **Field of Study**
..... **Specialization**

Thesis Title

Supervisor:

Dr. XY, Associate Professor

Program Coordinator:

Dr. ZY, Associate Professor

Prepared by:

Author

Budapest
20..



Appendix 3
Confirmation of Participation in Consultations

Confirmation of Participation in Consultations
(for thesis/dissertation)

Student's Name:	
Student's Neptun Code	
Field of Study, Specialization	
Level of Education (undergraduate/graduate):	
Class Schedule (distance learning/full-time)	
Title of the Paper	
Name of the Paper's Supervisor	
Supervisor's Workplace, Position:	

1. 1. The student participated in a consultation related to the preparation of the paper. Date of the consultation: (year/month/day). Form of consultation: in-person / electronic. (Please underline!)

Budapest, year month day

.....
Supervisor's Signature

1.2. The student participated in a consultation related to the preparation of the paper. Date of the consultation: (year/month/day). Form of consultation: in-person / electronic. (Please underline!) Budapest, year month day

.....
Supervisor's Signature

1.3. The student participated in a consultation related to the preparation of the paper. Date of the consultation: (year/month/day). Form of consultation: in-person / electronic. (Please underline!)

Budapest, year month day

.....
Supervisor's Signature

Prepared in 2 original copies

Following the finalization of the topic registration, the student must participate in consultations at least three times during the preparation of the thesis/dissertation, with each participation being confirmed by a signature. Failure to do so will result in the thesis/dissertation not being eligible for assessment or defense.

Appendix 4
Consultative Opinion
Consultative Opinion
(for thesis/diploma work)

Student's Name:	
Student's Neptun Code	
Field of Study, Specialization	
Level of Education (undergraduate/graduate):	
Class Schedule (distance learning/full-time)	
Title of the Paper	
Name of the Paper's Supervisor	
Supervisor's Workplace, Position:	

Textual Evaluation, Comments (mandatory, minimum 1000 characters):

I have conducted the examination as defined in Annex II/5 of the Study and Examination Regulations. The paper is the student's own intellectual product, and there is no suspicion of copyright infringement/plagiarism. / There is a suspicion of copyright infringement/plagiarism concerning the paper as follows: (Please underline or fill in as appropriate!)

I recommend / do not recommend the paper for defense. (Please underline!)

Budapest, year month day

.....
Supervisor's Signature

Prepared in 2 original copies.

Appendix 5
Copyright Declaration

Copyright Declaration
(for thesis/dissertation submitted via the Neptun system)

In full awareness of my criminal liability, I declare that the submitted thesis/dissertation is the result of my own intellectual work. The use of referenced printed and electronic literature in it complies with copyright laws, and it does not infringe upon the legally protected rights of other individuals.

Copyright Declaration
(for paper-based thesis/dissertation)

I, the undersigned (NEPTUN code:), in full awareness of my criminal liability, declare that the thesis/dissertation titled "....." submitted for the program at the Ludovika University of Public Service is the result of my own intellectual work. The use of referenced printed and electronic literature in it complies with copyright laws, and it does not infringe upon the legally protected rights of other individuals.

Budapest, year month day

.....

Student's Signature



Appendix 6
Usage Declaration

Usage Declaration
(for thesis/dissertation)

The name of the student:	
Faculty:	
Educational organizational unit:	
Field of study, specialization:	
Title of the thesis:	
Year of thesis completion:	

I.* I, the undersigned, as the author of the thesis, hold the exclusive copyright and hereby:

Agree

Do not agree

To allow copies of my thesis to be used by other individuals in their studies and research, provided that the citation requirements are adhered to.

In the case of choosing "Agree," filling out Section II is mandatory.

II*, the undersigned, as the author of the thesis, hold the exclusive copyright and hereby:

Agree to make the electronic version of my entire thesis text publicly available through the Ludovika University of Public Service University Central Library and Archives-operated university repository:

With unrestricted access (full public access on the internet)*

With restricted access (limited public access, from the university's IP address with unique user identification)*

III, the undersigned, as the author of the thesis, hold the exclusive copyright and do not agree to make the full text of my thesis publicly available through the Ludovika University of Public Service University Central Library and Archives.

Budapest, year month day

.....
Student's Signature

Note: Please mark the section denoted with * with underlining. Failure to complete or incomplete filling of the thesis user declaration will result in no access to the thesis/dissertation.

Appendix 7
Evaluation Sheet and Recommended Criteria for Evaluation

Evaluation Sheet (for the thesis/dissertation)

Student's Name:	
Student's Neptun Code:	
Name of the Program and Specialization:	
Educational Level (Bachelor's/Master's):	
Study Mode (part-time/full-time):	
Title of the Thesis:	
Name of the Thesis Supervisor:	
Thesis Supervisor's Workplace and Position:	

Textual Evaluation (mandatory, minimum 1000 characters):

Recommended criteria for evaluation:

- *To what extent does the elaboration conform to the content and formal requirements specified in Annex 5 of the current Regulation?*
- *The logical structure of the topic development, correct use of specialized language.*
- *The student's ability to organize and synthesize the relevant literature.*
- *Application of theoretical knowledge in practical contexts.*
- *The accuracy of answering questions with arguments, assessments, and justifications.*
- *The formatting and presentation of the thesis.*
- *Specific perspectives arising from the nature of the topic.*

Questions to be answered (mandatory - at least 2):

- 1.
- 2.

In light of the above (Underline or fill in):

- **- I recommend accepting the thesis with a grade (letter and numeric) of (1-5). OR**
- **I recommend evaluating the thesis as insufficient (1) and do not recommend its defense.**

Budapest, ... year ... month ... day

.....

Prepared in 2 original copies.

Appendix 8
Computer Presentation (Suggested Content)

The available time for the presentation will be determined by the respective educational organizational unit, with the goal of maximizing the number of participants. You may use a maximum of 8-15 slides for your presentation.

Key elements of the computer presentation:

- Introduction slide
- Slide presenting the structure of the thesis
- Slides presenting the main chapters of the thesis (there can be several)
- Brief summary of the thesis's results
- Questions to be answered by the evaluator and their responses
- Conclusion

Appendix 9
Thesis/Dissertation Confidentiality Request

Student's Name:	
Student's Neptun Code:	
Name of the Program and Specialization:	
Educational Level (Bachelor's/Master's):	
Study Mode (part-time/full-time):	
Title of the Thesis:	
Name of the Thesis Supervisor:	
Name and Headquarters of the Organization Involved in the Thesis (Confidentiality Holder):	

I, the undersigned student, hereby request the confidentiality of my aforementioned thesis, considering that the disclosure of the data and information contained therein would compromise the lawful economic, financial, and business interests of the above-mentioned confidentiality holder.

I request the confidentiality of the thesis for the following duration: years.*

A detailed justification for the necessity of confidentiality, with special emphasis on why the inclusion of confidential information in the thesis is unavoidable:

Budapest, year month day

.....

Student's Signature

*In accordance with the certificate issued by the data controller.

Appendix 10
Certificate for the Confidentiality of the Thesis/Dissertation

The organization named (registered office:, registration number:, tax number:, representative's name:) hereby certifies that (mother's name:, place and date of birth:), a student of the Ludovika University of Public Service, has entered into a confidentiality agreement with our organization regarding the – classified by our organization – data and information obtained during the preparation of the thesis/dissertation titled for the period of

The following scope of information is expected to be considered confidential in the thesis:

E.g.:

Data related to the organization's revenue

Information concerning the organization's planned market activities

Information related to the research and development of the organization's product

The following scope of information is expected to be considered confidential in the thesis:

We have reviewed Chapter VIII/A of the Ludovika University of Public Service Study and Examination Regulations, Annex 5, related to the confidentiality of the thesis, and we acknowledge its contents.

This declaration has been issued for the purpose of complying with the relevant regulations governing higher education and the Study and Examination Regulations of the Ludovika University of Public Service.

Budapest, ... year ... month ... day

.....

Name and Signature of the Authorized Representative
of the Organization

Appendix 11
Confidentiality Declaration of the Evaluator/Supervisor for a Confidential Thesis/Dissertation

Student's Name:	
Student's Neptun Code:	
Name of the Program and Specialization:	
Educational Level (Bachelor's/Master's):	
Study Mode (part-time/full-time):	
Title of the Thesis:	
Name of the Thesis Supervisor:	
Name and Headquarters of the Organization Involved in the Thesis (Confidentiality Holder):	

I, the undersigned, as the evaluator/supervisor of the aforementioned thesis prepared by the above-named student, acknowledge that the thesis is considered confidential in accordance with the Study and Examination Regulations of the Ludovika University of Public Service. With this declaration, I commit to not using or disclosing the information and data obtained during consultation/evaluation for my own purposes or in any way making them known to third parties.

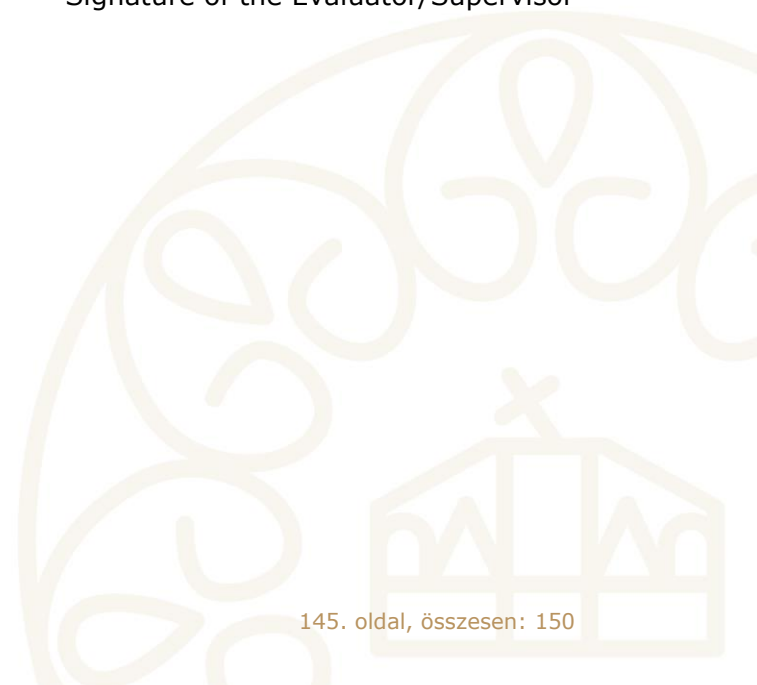
I am aware that the confidentiality of the thesis is in effect until

I have reviewed Chapter VIII/A of the Ludovika University of Public Service Study and Examination Regulations, Annex 5, related to the confidentiality of the thesis, and I acknowledge its contents.

Budapest, ... year ... month ... day

.....

Signature of the Evaluator/Supervisor



Appendix 12

Confidentiality Declaration for the Defense of a Confidential Thesis/Dissertation

Student's Name:	
Student's Neptun Code:	
Name of the Program and Specialization:	
Title of the Thesis:	

In accordance with the provisions of the Study and Examination Regulations of Ludovika University of Public Service, I hereby commit, as a participant in the defense proceedings of the thesis, which is deemed confidential as per the aforementioned regulations, that I will not utilize or disclose, for my personal purposes or in any manner, the information and data that I become privy to during the defense.

I am aware that the confidentiality of the thesis is in effect until

I have reviewed Chapter VIII/A of the Ludovika University of Public Service Study and Examination Regulations, Annex 5, related to the confidentiality of the thesis, and I acknowledge its contents.

Budapest, ... year ... month ... day

Name	Position	Organization	Role during Defense	Signature

Data Processing Information and Data Processing

Declaration Regarding the Use of Personal and Special Data of Third Parties in Connection with Requests Submitted by a Student to Ludovika University of Public Service for Academic and Examination Matters

The purpose of this information is to provide the individuals (hereinafter referred to as "data subjects") affected by the requests submitted by a student to Ludovika University of Public Service (hereinafter referred to as "the University") with information regarding the processing of their personal data during the evaluation of the request. The obligation to provide information is governed by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation; hereinafter referred to as "GDPR"), Article 13.

1. Name of Data Controller

Ludovika University of Public Service

Address: 1083 Budapest, Ludovika tér 2.

Phone: +36 1 432 9000

Email: nke@uni-nke.hu

Website: <https://www.uni-nke.hu/>

Represented by Dr Gergely Deli, Rector

2. Name and Contact Information of the Data Protection Officer

The direct contact information for the University's Data Protection Officer is as follows: Email: adatvedelem@uni-nke.hu

Phone: +36 1 432 9000/29833

3. Information for Data Subjects, in cases where the data subject directly provides personal data (as per GDPR Article 13 content):

Categories of Data Subjects and the Scope of Processed Data:	Purpose of Data Processing:	Legal Basis:	Consequences of Failure to Provide Data/Consent:
In cases where the data subject directly provides personal data as part of a request submitted by a student of Ludovika University of Public Service, in connection with their student status and in accordance with	The evaluation of the student's request by the University is carried out in accordance with the provisions outlined in the University's	GDPR Article 6(1)(a) and – concerning special categories of data – Article 9(2)(a) stipulate that data	Failure to provide consent or data, as well as the withdrawal of consent, may render the evaluation of the respective request impossible, hinder transparency, verification, and the validation of authorization in the relevant procedure. Due to these factors, the request

the University's Study and Examination Regulations (hereinafter referred to as "the Regulations" or "TVSZ"), the individuals affected by the request, apart from the student, are as follows:	Study and Examination Regulations (TVSZ). The purpose and objectives of each specific request are defined within the TVSZ.	processing is based on the consent of the data subject.	can be rejected, and the decision made based on the request can be revoked or modified. Furthermore, the data referenced by the student applicant in connection with the data subject will not be taken into account during the evaluation of the request and may be destroyed.
---	--	---	---

4. Recipients of Personal Data and Categories of Recipients:

The voluntarily provided data may be accessed by the following individuals at the University, whose tasks include preparing and making university decisions related to the request:

- a) Education and Study Office (Address: 1083 Budapest, Ludovika tér 2; Email: tanulmanyi@uni-nke.hu; Phone: +36 1 432-9000; Website: <https://www.uni-nke.hu>);
- b) Faculty of Public Administration and International Studies, Study Office (Address: 1083 Budapest, Üllői út 82; Email: tanulmanyi.antk@uni-nke.hu; Phone: +36 1 432-9000; Website: <https://www.uni-nke.hu>);
- c) Faculty of Military Sciences and Officer Training, Study Office (Address: 1087 Budapest, Hungária krt. 9-11; Email: tanulmanyi.hhk@uni-nke.hu; Phone: +36 1 432-9000; Website: <https://www.uni-nke.hu>);
- d) Faculty of Law Enforcement, Study Office (Address: 1083 Budapest, Üllői út 82; Email: tanulmanyi.rtk@uni-nke.hu; Phone: +36 1 432-9000; Website: <https://www.uni-nke.hu>);
- e) Faculty of Law Enforcement, Institute of Disaster Management, Education Office (Address: 1087 Budapest, Hungária krt. 9-11; Email: tanulmanyi.kvi@uni-nke.hu; Phone: +36 1 432-9000; Website: <https://www.uni-nke.hu>);
- f) Faculty of Water Sciences, Dean's Office (Address: 6500 Baja, Bajcsy-Zsilinszky utca 14; Email: tanulmanyi.vtk@uni-nke.hu; Phone: +36 1 432-9000; Website: <https://www.uni-nke.hu>);
- g) Institute of Public Administration Further Training (Address: 1083 Budapest, Ludovika tér 1; Email: kti.igazgato@uni-nke.hu; Phone: +36 1 432-9000; Website: <https://www.kti.uni-nke.hu>);
- h) Depending on the nature of the request, individuals and bodies with decision-making authority regarding the request.
- i) The possible cases of data transfer are determined by Appendix I/B of Act CCIV of 2011 on Higher Education in Hungary.

5. Duration of Data Processing:

The data related to the student applicant shall be processed for a period of 80 years from the termination of the student's academic relationship. This duration is governed by Appendix I/B of Act CCIV of 2011 on Higher Education in Hungary. The necessity, purpose, and legal basis of data processing shall be reviewed every three years.

6. Data Protection:

The University takes all reasonable measures to prevent unauthorized access to the data it manages. Access to the data is restricted, and password protection is in place.

The University has regulations in place regarding the protection and security of personal and public interest data. The University also has an Information Security Regulation.

7. Automated Data Processing (Including Profiling)

Automated decision-making based on data processing does not occur at the University

8. Data Transfer to Third Countries or International Organizations:

9. Exercise of Rights, Remedies

The data subject may exercise their rights provided by the GDPR throughout the entire duration of data processing. This can be done at any time through the contact information provided in points 1 and 2.

The data subject has the following rights under the GDPR:

- Right of Access (GDPR Article 15): The data subject has the right to obtain confirmation from the data controller as to whether or not personal data concerning them is being processed, and, where that is the case, access to the personal data and certain information.
- Right to Rectification (GDPR Article 16): The data subject has the right to obtain from the data controller without undue delay the rectification of inaccurate personal data concerning them.
- Right to Erasure (GDPR Article 17): The data subject has the right to obtain from the data controller the erasure of personal data concerning them without undue delay under certain circumstances.
- Right to Restriction of Processing (GDPR Article 18): The data subject has the right to restrict processing under certain circumstances.
- Right to Data Portability (GDPR Article 20): The data subject has the right to receive the personal data concerning them, which they have provided to a data controller, in a structured, commonly used, and machine-readable format, and the right to transmit those data to another controller without hindrance.
- Right to Object (GDPR Article 21): The data subject has the right to object, on grounds relating to their particular situation, at any time to processing of personal data concerning them, including profiling.

In order to exercise these rights, the data subject should submit their request to the data controller's postal address or to the email address adatvedelem@uni-nke.hu. The data controller must respond to the request without undue delay and within one month (which can be extended by two further months for complex requests). If the data subject's rights are violated, they have the right to file a complaint with the National Authority for Data Protection and Freedom of Information (NAIH) or take legal action through the court.

Declaration: The data subject declares that they have read and understood the contents of the application and this document and hereby consent to the processing of their personal and special data as specified in the application.

**** If there are any specific mentions of legal representation or the data subject is providing consent on behalf of another person (e.g., a minor), the declaration should be adapted accordingly.**

Date _____ day of _____, 20. _____

Signature of the Data Subject

Name of the Data Subject:*

Signature of the Legal Representative of the Data Subject**

Name of the Data Subject:*

Name of the Legal Representative:*

**to be filled out in capital letters*

***if the application contains personal (special) data for the data subject under legal representation*